

# JOINT BUDGET COMMITTEE



## STAFF BUDGET BRIEFING FY 2018-19

### DEPARTMENT OF PERSONNEL

JBC WORKING DOCUMENT - SUBJECT TO CHANGE  
STAFF RECOMMENDATION DOES NOT REPRESENT COMMITTEE DECISION

PREPARED BY:  
SCOTT PHILIP THOMPSON, JBC STAFF  
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JOINT BUDGET COMMITTEE STAFF  
200 E. 14TH AVENUE, 3RD FLOOR • DENVER • COLORADO • 80203  
TELEPHONE: (303) 866-2061 • TDD: (303) 866-3472  
<https://leg.colorado.gov/agencies/joint-budget-committee>

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# DEPARTMENT OF PERSONNEL

## DEPARTMENT OVERVIEW

The Department generally provides centralized human resources and administrative support functions and centralized business services for state agencies.

The **Executive Director's Office** includes the Office of the State Architect, the Colorado State Archives, and the Colorado State Employee Assistance Program (C-SEAP).

The **State Personnel Board**, located in the Department but constitutionally independent, oversees the State Personnel System pursuant to Article XII, Sections 13, 14, and 15 of the Colorado Constitution.

The **Division of Human Resources** establishes statewide human resource programs and systems to meet constitutional and statutory requirements and provides support services to state agency human resource offices.

**Risk Management** in the Division of Human Resources administers the state's coverage for workers' compensation, property, and liability insurance.

The **Division of Central Services'** purpose is to realize efficiencies for the state through consolidated common business services including Integrated Document Solutions, Fleet Management, and Capitol Complex – Facilities Maintenance.

**Integrated Document Solutions** provides document- and data-related support services, including print and design, mail operations, digital imaging, data entry, and manual forms and document processing.

**Fleet Management** provides oversight for all vehicles in the state fleet including managing vehicle purchasing and reassignment; fuel, maintenance, repair, and collision management; auction and salvage; and operation of the State Motor Pool.

The **Office of the State Controller** in the Division of Accounts and Control oversees state fiscal rules and maintains the state's financial records through the Colorado Operations Resource Engine (CORE), the state's accounting system, administered through **CORE Operations**.

The **Office of Administrative Courts** provides a centralized, independent administrative law adjudication system, including hearing cases for workers' compensation, public benefits, professional licensing, and Fair Campaign Practices Act complaints filed with the Secretary of State.

## DEPARTMENT BUDGET: RECENT APPROPRIATIONS

FUNDING SOURCE	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19 *
General Fund	\$11,817,618	\$13,145,504	\$12,499,410	\$14,619,227
Cash Funds	14,293,652	16,928,150	13,927,636	15,089,309
Reappropriated Funds	163,651,651	162,444,496	168,790,189	177,272,160
Federal Funds	0	0	0	0
<b>TOTAL FUNDS</b>	<b>\$189,762,921</b>	<b>\$192,518,150</b>	<b>\$195,217,235</b>	<b>\$206,980,696</b>
Full Time Equiv. Staff	410.1	421.5	422.1	425.4

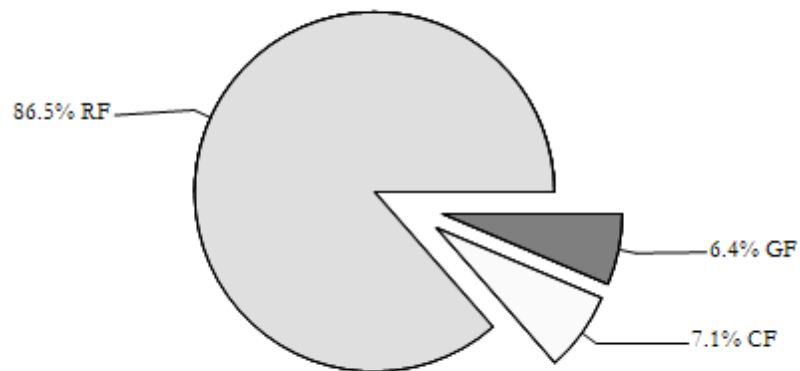
\*Requested appropriation.

## DEPARTMENT BUDGET: GRAPHIC OVERVIEW

**Department's Share of Statewide  
General Fund**

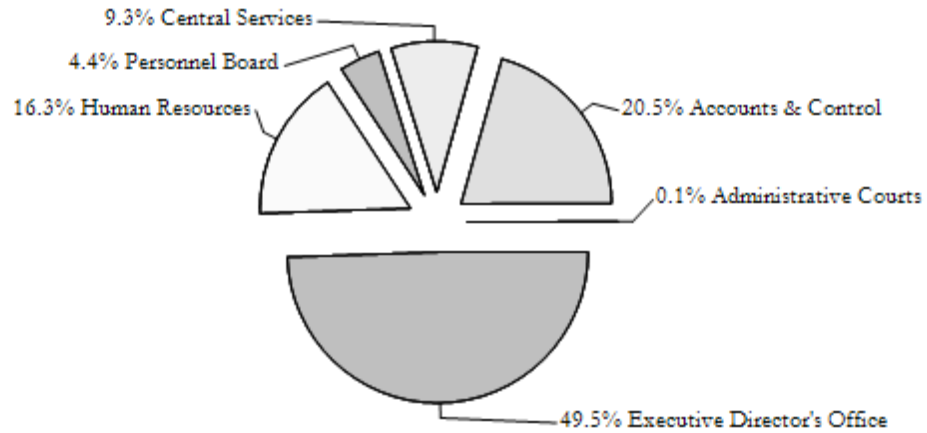


**Department Funding Sources**

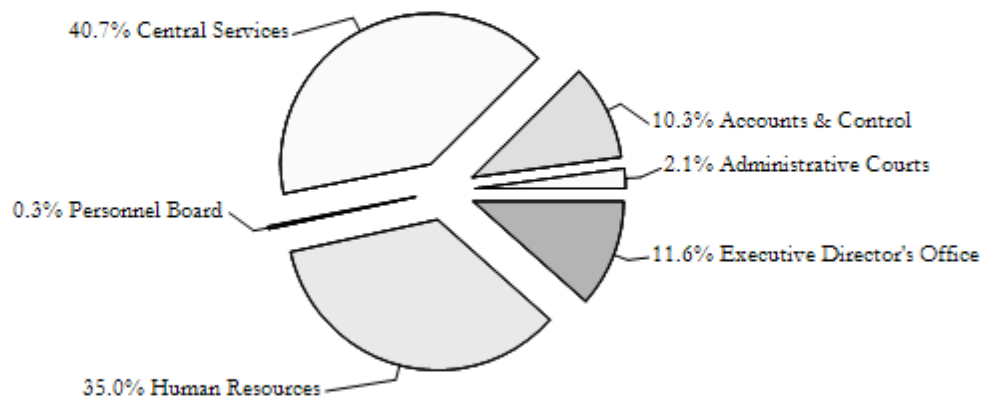


All charts are based on the FY 2017-18 appropriation.

### Distribution of General Fund by Division



### Distribution of Total Funds by Division



All charts are based on the FY 2017-18 appropriation.

## GENERAL FACTORS DRIVING THE BUDGET

The Department's FY 2017-18 budget request consists of 6.4 percent General Fund, 7.1 percent cash funds, and 86.5 percent reappropriated funds. The primary source of reappropriated funds is user fees transferred from other agencies for the provision of statewide services. Some of the major factors driving the Department's budget are discussed below.

### NUMBER OF STATE EMPLOYEES

The Department administers the state's programs related to employee compensation and benefits. Statewide expenditures for these programs are driven by the number of employees, the percentage of employees who choose to participate in optional benefit plans, and the Department's contracts with the benefit providers. The following table shows the number of FTE appropriated statewide, excluding employees in the Department of Higher Education.

State Employees<sup>1</sup> - FTE Reflected in Appropriations

	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18
Total FTE	31,142.5	31,070.5	31,466.9	30,657.3	30,559.8	30,787.2	31,480.9	31,878.2	32,174.8	32,412.7
Percent Change		(0.2%)	1.3%	(2.6%)	(0.3%)	0.7%	2.3%	1.3%	1.3%	0.7%
Average FTE Percentage Change										0.5%
Colorado Population Average Growth - 2007-2016 (10 years) <sup>2</sup>										1.6%

<sup>1</sup> Excludes Department of Higher Education

<sup>2</sup> Data from the State Demography Office

The Department's Executive Director serves as the State Personnel Director, and pursuant to Section 24-50-104 (4)(c), C.R.S., submits to the Governor and the Joint Budget Committee, annual recommendations and estimated costs for salaries and group benefit plans for state employees, which is covered in another briefing document for total compensation.

### FEDERAL TAX PLAN IMPACT

At the time of this writing, neither the U.S. House nor U.S. Senate had taken final action on the conference committee that was appointed to resolve differences between the two versions of the federal tax reform currently being debated at Congress. The most recent information available suggests that, if adopted, changes to payroll taxes could be effective as soon as February 1, 2018. The Department is well-positioned to make the required changes and will not require additional funding to implement and test those changes. Once the IRS provides the proper guidance, the vendor the Department's contracts with develops, tests, and deploys a software update with each of the new policies in place.

### RISK MANAGEMENT

The state's Risk Management Program provides insurance coverage to departments and state agencies for workers' compensation and property and liability insurance. The state is self-insured for workers' compensation and liability and purchases property insurance from a commercial insurer. Appropriations and allocations to state agencies for risk management coverage are calculated using actuarially-determined prospective claims losses. The larger higher education institutions administer their own risk management programs, and for those programs, funds are not included in the following table.

STATEWIDE RISK MANAGEMENT SERVICES - PREMIUMS AND ADMINISTRATIVE EXPENSES						
	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 ACTUAL	FY15-16 ACTUAL	FY16-17 APPROP.	FY17-18 APPROP.
Workers' Comp. Claims and Excess Policy	\$40,447,902	\$32,783,361	\$32,874,194	\$31,187,469	\$36,100,175	\$36,464,233
Property Policies and Deductibles and Payouts	7,668,912	7,618,195	15,306,364	10,675,326	7,779,922	8,309,696
Liability Claims and Excess Policy	5,404,465	4,040,406	6,877,063	4,571,238	7,362,548	5,856,007
<b>SUBTOTAL Claims, Premiums, and Deductibles</b>	<b>\$53,521,279</b>	<b>\$44,441,962</b>	<b>\$55,057,621</b>	<b>\$46,434,033</b>	<b>\$51,242,645</b>	<b>\$50,629,936</b>
Claims, Premiums, and Deductibles percentage	94.6%	83.9%	85.2%	83.2%	83.1%	82.3%
Workers' Comp. Legal Services	n/a	2,231,183	2,235,456	2,269,200	2,452,571	2,380,838
Liability Legal Services	2,276,115	3,105,358	3,426,764	3,370,249	3,985,654	4,556,435
<b>SUBTOTAL Legal Services</b>	<b>2,276,115</b>	<b>5,336,541</b>	<b>5,662,220</b>	<b>5,639,449</b>	<b>6,438,225</b>	<b>6,937,273</b>
Legal Services percentage	4.0%	10.1%	8.8%	10.1%	10.4%	11.3%
Risk Management Admin. Expense and TPA Fees <sup>1</sup>	777,763	3,216,405	3,887,040	3,725,048	4,019,021	3,944,413
Administrative Expense Percentage	1.4%	6.7%	6.6%	7.4%	6.5%	6.4%
<b>TOTAL Risk Management</b>	<b>\$56,575,157</b>	<b>\$52,994,908</b>	<b>\$64,606,881</b>	<b>\$55,798,530</b>	<b>\$61,699,891</b>	<b>\$61,511,622</b>
Change in Risk Management Expenses	14.5%	(6.3%)	21.9%	(13.6%)	n/a	n/a
FY12-13 - FY15-16 Appropriations	59,928,651	58,473,182	60,348,176	59,185,915	n/a	n/a
FY12-13 - FY15-16 Reversion/(Overexpenditure)	\$3,353,494	\$5,478,274	(\$4,258,705)	\$3,387,385	n/a	n/a

<sup>1</sup> Third party administrator or TPA Fees are fees paid to Broadspire, the State's third party administrator for the workers' compensation program.

## STATE FLEET PROGRAM

Pursuant to Section 24-30-1104 (2)(a), C.R.S., the Division of Central Services administers the state's fleet management program, which purchases vehicles, manages maintenance and repairs, manages the fleet, auctions older vehicles, and manages the state motor pool.

Fleet Management Program								
	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Total Fleet Program Appropriation	\$42,101,025	\$43,602,451	\$42,834,398	\$44,845,691	\$46,180,744	\$44,263,947	\$41,767,642	\$42,342,661
Total Fleet Program Actual Expenditure	\$36,669,122	\$39,194,682	\$38,778,051	\$40,427,656	\$38,200,135	\$36,555,881	\$3,7316,449	n/a
Fleet Vehicles	5,903	5,912	5,918	5,938	5,956	5,975	6,353	6,368
Change in Number of Vehicles	1.5%	0.2%	0.1%	0.3%	0.3%	0.3%	6.7%	0.2%
Replacement Vehicles Approved	175	285	585	635	695	634	573	715
Replacement Percentage of Total Vehicles	3.0%	4.8%	9.9%	10.7%	11.7%	10.6%	9.6%	12.0%
Annual Cost per Vehicle	\$6,212	\$6,630	\$6,553	\$6,808	\$6,414	\$6,118	n/a	n/a
Monthly Cost per Vehicle	\$518	\$552	\$546	\$567	\$534	\$510	n/a	n/a
Change in Cost per Vehicle	12.8%	6.7%	(1.2%)	3.9%	(5.8%)	(4.6%)	n/a	n/a

The 6.7 percent increase in fleet vehicles in FY 16-17 reflects a hard count by the Department as of November 2016 to true-up this data point.

Vehicle costs include variable and fixed expenses. Variable costs are billed at a rate per mile based on department and vehicle type and are typically paid from operating expenses line items. Variable costs include insurance, fuel, maintenance, and repairs. Fixed costs include the vehicle lease payments and the Department's vehicle management fee and are included in each department's *Vehicle Lease Payments* line item. The Department acquires lease-purchase financing for replacement vehicles and additional vehicles approved in budget requests. Leases vary between 72 and 120 months with the exception of State Patrol vehicles, which are leased for 48 months.

The Department's vehicle ordering process is governed by 24-30-1104, C.R.S., and the Governor's executive orders focusing on alternative fuel vehicles (AFV), emphasizing a menu approach for the appropriate vehicle selection. A menu approach allows agencies to identify the correct AFV available



for their needs. Statute requires the Department to purchase AFV capable vehicles whenever the base cost or lifecycle cost for the AFV is within 10 percent of the cost of the regular gasoline alternative.

As of October, 5, 2017, there are 22 public access CNG fuel sites in operation statewide with additional stations in progress. The Colorado Energy Office, through the ALT Fuels Colorado grant program, has made awards to 10 stations across the state. Eight of these stations are operational: Glenwood Springs, Pueblo, Trinidad, Colorado Springs, Commerce City, Eaton, Gunnison, and Greeley. Two additional stations are in progress: Rifle and Limon.

In addition to the 22 public access fuel sites in operation, there are approximately 10 private access CNG fuel sites in Colorado. To date, the State has not been able to secure agreements to use these facilities due to liability concerns in addition as well as the location of many are in locked, secured areas on private property. As an exception, Fleet Management has been able to engage with the City and County of Denver and is utilizing its private CNG fueling facilities.

## SUMMARY: FY 2017-18 APPROPRIATION & FY 2018-19 REQUEST

DEPARTMENT OF PERSONNEL						
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	Federal Funds	FTE
<b>FY 2017-18 APPROPRIATION:</b>						
SB 17-254 (Long Bill)	195,012,900	12,491,310	13,927,636	168,593,954	0	422.3
Other legislation	204,335	8,100	0	196,235	0	(0.2)
<b>TOTAL</b>	<b>\$195,217,235</b>	<b>\$12,499,410</b>	<b>\$13,927,636</b>	<b>\$168,790,189</b>	<b>\$0</b>	<b>422.1</b>
<b>FY 2018-19 APPROPRIATION:</b>						
FY 2017-18 Appropriation	\$195,217,235	12,499,410	\$13,927,636	\$168,790,189	\$0	422.1
R1 Address confidentiality program resources	303,113	283,113	20,000	0	0	2.5
R2 Cybersecurity liability insurance policy	375,000	0	0	375,000	0	0.0
R3 State Archives digitization and ERP	414,335	372,335	42,000	0	0	3.0
R4 Department operating adjustments	21,379	3,876	0	17,503	0	0.0
R5 DCS administration realignment	0	0	0	0	0	(0.4)
R6 Annual fleet vehicle request	1,899,894	0	0	1,899,894	0	0.0
NP2 CBMS/Peak budget alignment	3,391,028	0	0	3,391,028	0	0.0
Risk Management base adjustment	3,309,892	0	0	3,309,892	0	0.0
Centrally appropriated line items	2,292,252	69,531	59,465	2,163,256	0	0.0
Annualize prior year legislation	366,720	231,669	112,832	22,219	0	0.2
NP6 Block market interdiction	43,260	0	0	43,260	0	0.0
NP3 Annual fleet vehicle request	41,867	0	0	41,867	0	0.0
NP4 Operating system suite	34,098	9,105	3,240	21,753	0	0.0
NP5 Additional troopers and staff	29,477	0	0	29,477	0	0.0
Governor Transition Funding	25,000	25,000	0	0	0	0.0
NP1 Cybersecurity liability insurance policy	3,069	827	291	1,951	0	0.0
NP7 Additional flowline safety staff and equipment	2,148	0	0	2,148	0	0.0
Fund source adjustment	0	(3,004)	3,004	0	0	0.0
Statewide indirect cost recoveries refinance	(709,975)	1,183,598	838,841	(2,732,414)	0	0.0
CORE Operations base adjustment	(66,863)	0	0	(66,863)	0	0.0
Annualize prior year budget action	(12,233)	(56,233)	82,000	(38,000)	0	(2.0)
<b>TOTAL</b>	<b>\$206,980,696</b>	<b>\$14,619,227</b>	<b>\$15,089,309</b>	<b>\$177,272,160</b>	<b>\$0</b>	<b>425.4</b>
<b>INCREASE/(DECREASE)</b>	<b>\$11,763,461</b>	<b>\$2,119,817</b>	<b>\$1,161,673</b>	<b>\$8,481,971</b>	<b>\$0</b>	<b>3.3</b>
Percentage Change	6.0%	17.0%	8.3%	5.0%	n/a	0.8%

**R1 ADDRESS CONFIDENTIALITY PROGRAM RESOURCES:** The request includes an increase of \$303,113 total funds, including \$283,113 General Fund, to operate the Address Confidentiality Program including increasing outreach Please see the detailed issue brief contained in the following pages.

**R2 CYBERSECURITY LIABILITY INSURANCE POLICY:** The request includes an increase of \$375,000 reappropriated funds in FY 2018-19 and ongoing to fund the purchase of a cybersecurity insurance policy. Please see the detailed issue brief that follows this table.

**R3 STATE ARCHIVES DIGITIZATION AND ELECTRONIC RECORD PLAN:** The request includes an increase of \$414,335 total funds, including \$372,335 General Fund, and 3.0 FTE to continue

digitization of legislative audio, refresh aging technology, and implement an electronic record plan. Please see the detailed issue brief contained in the following pages.

**R4 DEPARTMENT OPERATING ADJUSTMENTS:** The request includes an increase of \$21,379, including \$3,876 General Fund, to support operating costs for three of its programs: Colorado State Employees Assistance Program (CSEAP), State Personnel Board, and the Office of Administrative Courts. Without additional funding the programs:

- The CSEAP program will not be able to provide services at satellite offices or acquire new lease space in Colorado Springs at the end of its current lease;
- The State Personnel Board will not be able to access the new case management system implemented recently by the Office of Administrative Courts; and
- The Office of Administrative Courts will not be able to offer remote hearings, primarily for workers' compensation disputes, closer to the location of the dispute.

**R5 DIVISION OF CENTRAL SERVICES REALIGNMENT:** The request includes a net-zero change in the structure of the Department's Long Bill. During the last half of FY 2016-17, the Department's executive management team implemented a new organizational structure for the Division of Central Services with the intent of flattening DPA's organization. The goal of the reorganization was to create better alignment within working groups, provide greater agility, and improve communications between programs.

**R6 ANNUAL FLEET VEHICLE REQUEST:** The request includes a \$2.3 million increase in total funds for the Vehicle Replacement Lease/Purchase line item for the Fleet Management Program. The request is to replace 767 fleet vehicles statewide, including 413 designated as potential alternative fuel vehicles. The anticipated 2019 lease-purchase contract totals \$1.4 million in FY 2018-19.

**NP2 CBMS/PEAK BUDGET ALIGNMENT:** The request seeks an increase of \$3.4 million reappropriated funds to cover the Department's share of the OIT request.

**RISK MANAGEMENT BASE ADJUSTMENTS:** The request includes an increase of \$3.3 million reappropriated funds for risk management base adjustments.

**CENTRALLY APPROPRIATED LINE ITEMS:** The request includes adjustments to centrally appropriated line items for the following: state contributions for health, life, and dental benefits; merit pay; salary survey; short-term disability; supplemental state contributions to the Public Employees' Retirement Association (PERA) pension fund; shift differential; workers' compensation; legal services; administrative law judges; payment to risk management and property funds; Capitol complex leased space; and payments to OIT.

**ANNUALIZE PRIOR YEAR LEGISLATION:** The request includes a net increase of \$366,720 total funds, including an increase of \$69,371 General Fund, for adjustments related to prior year legislation as outlined in the following table.

ANNUALIZE PRIOR YEAR LEGISLATION					
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FTE
Annualize HB17-1144 (Amend Cap Const Automatic Funding)	\$352,601	\$239,769	\$112,832	\$0	0.0
Annualize HB16-1467 (First Homebuyer Saving Account)	14,903	0	0	14,903	0.0
Annualize HB17-1296 (Assignment of State Vehicles)	8,366	0	0	8,366	0.2
Annualize SB17-121 (Improve Medicaid Compliance)	(6,750)	(8,100)	0	1,350	0.0
Annualize HB16-1194 (Ag Asset Lease Tax Deduction)	(2,400)	0	0	(2,400)	0.0
<b>TOTAL</b>	<b>\$366,720</b>	<b>\$231,669</b>	<b>\$112,832</b>	<b>\$22,219</b>	<b>0.2</b>

**NP6 BLACK MARKET INTERDICTION:** The request seeks an increase of \$43,260 reappropriated funds for vehicles requested by the Department of Public Safety.

**NP3 ANNUAL FLEET VEHICLE REQUEST:** The request includes the Department's share of annual fleet vehicle replacement adjustments.

**NP4 OPERATING SYSTEM SUITE:** The request seeks an increase of \$34,098 total funds, including \$9,105 General Fund, to cover the Department's share of the OIT request.

**NP5 ADDITIONAL TROOPERS AND STAFF:** The request seeks an increase of \$29,477 reappropriated funds for vehicles requested by the Department of Public Safety.

**GOVERNOR TRANSITION FUNDING:** The requests includes \$25,000 General Fund to assist in the transition to a new Governor in FY 2018-19. Section 24-8-105, C.R.S., directs the General Assembly to appropriate at least \$10,000 for this purpose. During the last Governor transition, the Department reports \$10,000 did not come close to covering costs associated with the transition.

**NP1 CYBERSECURITY LIABILITY INSURANCE POLICY:** The request includes an increase of \$3,069 total funds, including \$827 General Fund, to cover the Department's share of its common policy request.

**NP7 ADDITIONAL FLOWLINE SAFETY STAFF AND EQUIPMENT:** The request seeks an increase of \$2,148 reappropriated funds for vehicles requested by the Department of Natural Resources.

**FUND SOURCE ADJUSTMENT:** The request includes a decrease of \$3,004 General Fund offset by an increase in cash funds related to increased funding available from other cash funds refinancing.

**STATEWIDE INDIRECT COST RECOVERIES REFINANCE:** The request includes a net decrease of \$709,975 total for adjustments to departmental indirect cost assessments included in the Statewide Indirect Cost Plan.

**CORE OPERATIONS BASE ADJUSTMENTS:** The request includes a \$66,863 reduction in reappropriated funds for CORE Operations base adjustments for the Payments for CORE and Support Modules line item.

**ANNUALIZE PRIOR YEAR BUDGET ACTIONS:** The request includes a net decrease of \$12,233 total funds, including a decrease of \$56,233 General Fund, for adjustments related to prior year budget actions as outlined in the following table.

ANNUALIZE PRIOR YEAR BUDGET ACTION					
	TOTAL FUNDS	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FTE
Annualize FY15 R1 Total compensation vendor	\$300,000	\$300,000	\$0	\$0	0.0
Annualize SB13-276	82,000	0	82,000	0	0.0
Annualize FY14 CP2 Employee Engagement Survey	(215,000)	(215,000)	0	0	0.0
Annualize FY15 BA1	(141,233)	(141,233)	0	0	(2.0)
Annualize FY18 R1	(38,000)	0	0	(38,000)	0.0
<b>TOTAL</b>	<b>(\$12,233)</b>	<b>(56,233)</b>	<b>\$82,000</b>	<b>(\$38,000)</b>	<b>(2.0)</b>

## ISSUE: R2 CYBERSECURITY LIABILITY INSURANCE POLICY

The Department of Personnel, through the State Office of Risk Management, is responsible for administering the state's liability, workers' compensation, and property programs. Focused on employee safety and training, the unit provides services to state employees and state agencies to effectively manage risk in all three programs.

### SUMMARY

- Cyber security and the impacts of a data breach have come to the forefront of many private and public institutions as ransomware and other information improperly stored online has exposed organizations and individuals to substantial liability. One piece of a comprehensive cyber security plan is an insurance policy that provides coverage in the event of a cyber attack, data breach, or data lost in public.
- The policy the Department is seeking provides coverage up to \$5 million per incident and is subject to a \$1 million deductible. The Department estimates it will pay out \$50,000 annually for minor cybersecurity incidents.
- Policy covers a multitude of services including crisis mitigation, costs of litigation, and remedial measures, like free credit monitoring, for individuals impacted by a data breach. The entire catalog of services

### RECOMMENDATION

JBC staff recommendation is pending figure setting but anticipates a recommendation to approve the Department request.

### DISCUSSION

Cybersecurity at state and local governments has never been as critical at safeguarding the personal information of residents and employees of the State of Colorado as it is in 2017. A number of data breaches have affected the state ranging from lost/stolen property to inadvertent posting of confidential information unencrypted online. The 2016 U.S. Government Cybersecurity Report, a study that graded over 600 government agencies on IT security, noted that within state governments, agencies often retain legacy systems longer than other private organizations which increases their exposure to vulnerabilities.

Several states have experienced cyber-attacks that have resulted in millions of dollars of additional expenses. One example of a significant cyber-attack in the public sector is the state of South Carolina, which experienced a data breach in 2012 that resulted in 3.8 million personal financial records stolen from the state's Department of Revenue. This event not only impacted millions of taxpayers, but the hackers stole information on nearly 1.9 million dependents and nearly 700,000 businesses as well. As a result, South Carolina agreed to pay approximately \$12 million to provide a free year of credit monitoring and identity theft prevention to anyone affected.

The Department notes that although the Office of Information Technology was appropriated additional funding in FY 2017-18 for "Secure Colorado," which will fund several initiatives related to the State's cybersecurity program, cybersecurity is not solely a technology matter for the IT Department to solve.

The Department of Personnel & Administration is requesting \$375,000 in reappropriated funds for allocation through the FY 2018-19 Risk Management common policy line item titled "Payment to Risk Management and Property Funds." The Department has worked in collaboration with the Office of Information Technology (OIT) on improving cybersecurity across the state while mitigating potential risks. This request will help to mitigate potential cyber risk by adding a cybersecurity liability insurance policy to the Risk Management Program for all state agencies that choose to participate.

The request includes \$325,000 for the annual insurance premium and \$50,000 for coverage of smaller breaches internally. The premium provides \$5.0 million coverage in the event of a data breach and requires a deductible of \$1.0 million. The policy also provides annual cybersecurity training for Executive Branch agencies.

This insurance policy will be purchased through the Risk Management Program insurance broker and added to the Liability program; the estimated costs associated with the cybersecurity liability insurance policy will be included in the Liability allocable cost pool of the Risk Management common policies and allocated to all participating agencies.

Cybersecurity insurance policies are becoming more prevalent in the United States as more states adopt data breach notification requirements. Some surveys estimate 30 percent of private businesses already have purchased some form of this insurance and the Department explains that most if not all states either have a policy already or are seeking to purchase one soon.

#### WHAT IS CYBERSECURITY INSURANCE?

Cybersecurity insurance transfers some of the financial risk of a security breach to the insurer. First-party insurance typically covers damage to digital assets, business interruptions and, sometimes, reputational harm. Third-party insurance covers liability and the costs of forensic investigations, customer notification, credit monitoring, public relations, legal defense, compensation and regulatory fines.

In the event of a cyber-attack, the deductible will cover the first \$1.0 million of services through the self-insured Liability fund, and the commercial cybersecurity liability insurance policy will cover the next \$5 million per occurrence. This takes up to a \$6.0 million burden off of individual state agencies per occurrence. It will allow for individual agencies to proactively budget and plan for the established common policy allocations, rather than reactively scrambling to come up with the funds to pay for unanticipated and potentially large expenses related to cyber-attacks.

The following bullet points summarize the benefits and services provided by the insurance in the event of a breach.

**THIRD-PARTY LIABILITY COVERAGE:** protects the state for liability resulting from the loss of personal and confidential information, e.g.:

- Cyber, Privacy, and Network Security Liability -- Failure to protect private or confidential information of others, and failure to prevent a cyber incident from impacting others' systems.
- Payment Card Loss -- Contractual liabilities owed as a result of a cyber incident.
- Regulatory Proceedings -- Defense for regulatory actions and coverage for fines and penalties.
- Media Liability -- Copyright and trademark infringement within scope of defined media content.

**FIRST-PARTY COVERAGE:** provides services designed to minimize the effects of a cyber event:

- Cyber Incident Response -- Legal fees, forensics, privacy notification expenses, credit monitoring, public relations, etc.
- Business Interruption -- Loss of revenues and extra expenses as a result of interruptions of insured's systems.
- Digital Data Recovery -- Costs to restore or replace lost or damaged data or software, including cost of labor and equipment.
- Telephone Toll Fraud -- Costs incurred as phone bill charges due to fraudulent calling.
- Network Extortion -- Payments to prevent digital destruction or impairments, which explicitly includes Bitcoin and other cryptocurrencies.
- Coverage of Cyber Crime by Endorsement:
- Computer Fraud -- Third party accessing insured's computers to take money.
- Funds Transfer Fraud -- Third party tricking a bank into transferring funds from insured's account.
- Social Engineering Fraud -- Third party tricking an employee into transferring money (this can include web-based attacks, phishing, malicious code, etc.).

JBC staff believes adopting a cybersecurity insurance policy is a good safeguard against the many forces pressuring state employees and the data infrastructure. It does not take the place of other hardware and software tools, such as those being implemented by OIT with funding from the “Secure Colorado” budget request approved in FY 2017-18.

It is difficult to compare the cost of this policy because most providers do not publish their rates. One report from 2013 estimated private companies could obtain cybersecurity insurance for coverage of \$1.0 million for \$35,000, annually. Since the State has many public-facing websites managed by a diverse set of individuals across many agencies rather than a concentrated department within a private business, and the revelation of many more data breaches from trusted private companies, it does not seem unreasonable for the cost to be nearly double per \$1.0 million coverage in 2017.

JBC staff recommendation is pending figure setting but anticipates a recommendation to approve the Department request.



## ISSUE: R1 ADDRESS CONFIDENTIALITY PROGRAM RESOURCES

The Department of Personnel operates the Address Confidentiality Program, which allows victims of certain crimes to shield their physical address from public records by forwarding mail from a centralized office.

### SUMMARY

- The Address Confidentiality Program (Program) is seeking \$283,113 General Fund and \$20,000 cash funds including 2.5 FTE in FY 201-8-9, which annualizes to \$361,383 General Fund and \$20,000 cash funds including 3.6 FTE to fund outreach and operations of the Address Confidentiality Program.
- The source of cash funds, a surcharge imposed on offenders of certain crimes involving domestic violence, sexual offenses, or stalking, will never be sufficient to fully fund the program. Therefore, the Department is seeking General Fund to operate the program.
- The conundrum presented is that if the General Assembly approves General Fund for the Program, the number of participants will grow due to outreach efforts, which will increase the cost of the program, which will likely lead to future General Fund requests.

### RECOMMENDATION

JBC staff recommendation is pending further conversations with the Department and a recommendation will be made during figure setting.

### DISCUSSION

#### BACKGROUND

The Department of Personnel administers the Address Confidentiality Program (AC Program), which was originally established in the Department of State in 2007. The purpose of the program is to:

- establish a confidential substitute address for a program participant to be used by state and local government agencies whenever possible;
- to provide agencies access to the participant's actual address, when appropriate; to establish a mail forwarding system for program participants; and
- to ensure there is adequate funding to pay the program costs for everyone who applies.

Program participants tend to be victims of domestic violence, sexual offenses, or stalking.

In 2011, the General Assembly passed H.B. 11-1080 (Address Confidentiality Program), which transferred administration of the AC Program to the Department of Personnel. The program is funded with a mix of General Fund and cash funds. The cash fund source derives its revenue from a surcharge imposed by the clerk of the convicting court. Prior to passage of S.B. 13-271 (Funding Address

Confidentiality Program), statute prohibited General Fund from being appropriated to the AC Program.

#### CURRENT PROGRAM FUNDING

The surcharge, which is \$28 and set in statute, is imposed on every person convicted of stalking or a crime related to domestic violence. Statute also imposes the surcharge on individuals convicted of attempts, conspiracy, or solicitation offenses related to those crimes. The clerk of the court retains five percent of the fee and returns the remaining \$26.60 to the Address Confidentiality Program Surcharge Fund created in Section 24-30-2114 (4)(a), C.R.S., to fund the AC Program.

The Judicial Department, averaged 8,854 convictions per year where the surcharge was imposed, between FY 2014-15 and FY 2016-17. Statute allows a judge to waive the surcharge when the defendant is able to prove inability to pay. During this same period, judges waived the surcharge on about 6.8 percent of the convictions. The surcharge has generated between \$140,000 and \$160,000 in recent fiscal years. Even when the surcharge is assessed on an offender, it is often left unrecovered because other costs and fees take priority. Interestingly, the City of Denver transferred between \$600 and \$1,700 each year in FY 2014-15 through FY 2016-17 to the Program from the surcharge; this represents between 22 and 63 surcharges collected each year. With such limited fee transmittals, the obvious conclusion is that the surcharge is not being imposed consistently in Denver. JBC staff is still working with the Department to understand what this information means. Funding for the program is detailed below.

RECENT APPROPRIATIONS FOR THE ADDRESS CONFIDENTIALITY PROGRAM						
FUNDING SOURCE	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 APPROPRIATED	FY 2017-18 APPROPRIATED	FY 2018-19 REQUESTED
General Fund	\$0	\$60,303	\$107,800	\$143,543	\$159,017	\$442,130
Cash Funds	128,822	135,003	86,822	110,945	110,945	130,945
Reappropriated Funds	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>TOTAL FUNDS</b>	<b>\$128,822</b>	<b>\$195,306</b>	<b>\$194,622</b>	<b>\$254,488</b>	<b>\$269,962</b>	<b>\$573,075</b>

Nonetheless, it is clear from the table above that even if the surcharge was generating revenue in line with information provided by Judicial that cash funds alone are not sufficient to fund the entire program as it matures. This is largely due to the nature of the surcharge, which is collected once at conviction, and the service provided by the program, which is available to participants as long as they are Colorado residents.

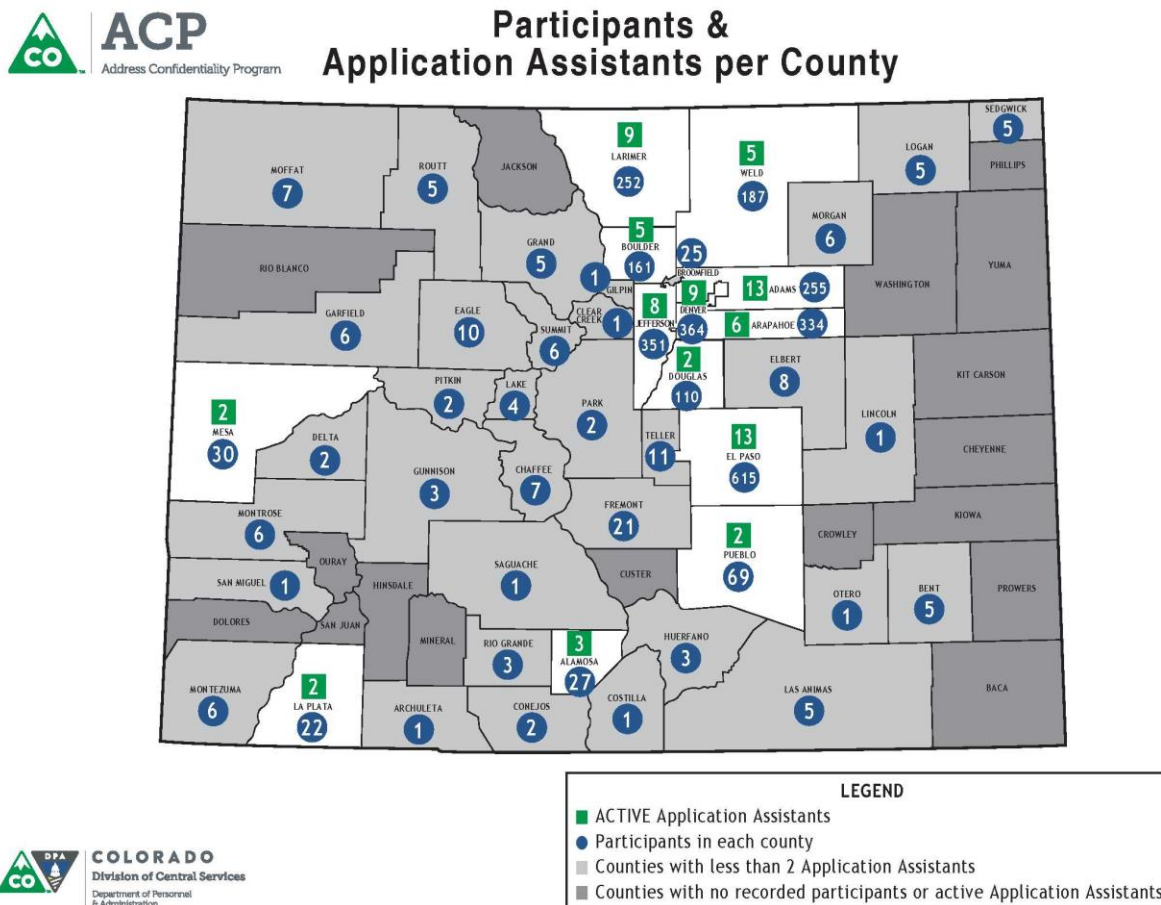
Lack of sufficient funding in recent years has led the AC program to undertake a number of operational decisions to maximize available resources. For example, Integrated Document Solutions assumes a portion of the AC program personal services and operating expenses associated with forwarding the mail. The AC program also has to prioritize daily operations such as sorting and repackaging mail at the cost of managing caseload, training and outreach to potential and current Application Assistants, and ensuring reasonable access to the program statewide.

In addition to historically insufficient fee revenue, the AC program has a statutory obligation to accept all individuals who apply and qualify for admission into the program regardless of budget or staff resources. The combination of the one-time fee supporting ongoing needs and the program's inability

to control its enrollment makes it impossible for the AC program to manage the escalating expenses incurred by the program.

As more Colorado residents become familiar with the existence of AC program, its popularity continues to increase. The General Assembly directs the AC program to serve every victim community in the state. This is accomplished through outreach and training to develop local "Application Assistants." Application assistants are those who provide direct victim services through a government or non profit agency, and who are trained and designated by the AC program to enroll qualifying victims into the program. Application Assistants do not serve a county, but rather clients at their own agency. For example, a law enforcement application assistant will typically be unable to assist anyone outside of their jurisdiction or anyone who does not want a police report generated. Application Assistants are *not* employed by the State and volunteer their time to enroll eligible persons.

Application Assistants evaluate individual needs, as well as program qualifications and fit. Enrollment in the AC program requires a referral from one of these volunteer Application Assistants. Currently, qualified Application Assistants are concentrated along the Front Range and the AC Program seeks additional funding to expand outreach to more local and county agencies that may be a point of contact for a qualified victim. The following map displays the location by county of Application Assistants and AC Program Participants.



The Department provided information comparing the number of staff in programs similar to the AC Program in others states with at least 900 participants, which it obtained by surveying states with confidentiality programs that provide a similar level of service.

PARTICIPANT AND STAFF VOLUME FOR SIMILAR PROGRAMS IN OTHER STATES			
STATE	FTE	PARTICIPANTS	STAFFING RATIO
Maryland	8.5	960	112.9
California	7.5	3,094	412.5
Minnesota	6.5	1,500	230.8
Missouri	2.0	1,582	791.0
Arizona	4.0	1,450	362.5
<b>Average</b>	<b>5.7</b>	<b>1,717</b>	<b>301.3</b>
<b>Colorado</b>	<b>4.0</b>	<b>2,998</b>	<b>749.5</b>

Between FY 2012-13 and FY 2016-17 total program costs increased from \$193,405 to \$388,371. Significantly, the proportion of operating costs to total program costs increased from 38 to 49 percent effectively crowding out personal services funding available for day-to-day operating staff. The Department seeks other sources of funding and currently is partially funded through CY 2018 by a grant awarded from the federal "Victims of Crime Act," however, these grants are usually targeted to serve very specific purposes or projects.

The program has made efforts to control incoming and outgoing mail volume such as returning mail addressed to former participants or non-participants or returning packages and magazines of current participants to the sender as "Refused" or "Unable to Forward" in hopes that senders amend their mailing lists thus preventing similar mailings from occurring again. In spite of these efforts, program postage costs continue to climb.

## DETAILED REQUEST

The Department is requesting a total of \$283,113 General Fund and \$20,000 cash funds for 2.5 FTE in FY 2018-19, annualizing to 3.6 FTE and \$361,383 General Fund in FY 2019-20 to meet the Address Confidentiality Program's funding needs. The Department provided justification for requested 7.6 FTE in FY 2018-19, but it chose to make its request based on the more conservative estimate, which is based on AC program staffing-levels in other states.

## OUTREACH

Because current program resources are necessary for the day-to-day operations of the program, trainings and outreach service opportunities are not being prioritized. The Department is requesting \$52,751 and 0.9 FTE for an Administrative Assistant III classification in FY 2018-19 annualizing to \$58,466 and 1.0 FTE in FY 2019-20 to serve as a dedicated training and outreach position. Ensuring statewide access will be the position's task priority, with the initial goal of ensuring that each county has at least two trained and registered Application Assistants who could enroll qualifying crime victims into the program.

The request also includes \$21,817 General Fund for operating costs associated with outreach

## PROGRAM SUPPORT STAFF

The Department is requesting \$80,932 and 1.6 FTE for Administrative Assistant II classification in FY 2018-19 annualizing to \$129,533 and 2.6 FTE in FY 2019-20. The additional staff resources will allow the AC program to accommodate the anticipated increase in Application Assistants and subsequent increase in enrolled victims due to the efforts of the newly created outreach position above.

### **OPERATING COSTS**

The AC program creates and provides a "welcome folder" for each new program household. These folders include AC program authorization cards, unique AC program voter registration forms, a handbook for utilizing program services, forms for making household and address changes, and original letters which verify actual county residency for accessing county-based services. These packets are also provided to each household upon program renewal, which means each household will be provided with one folder every four years. The contents of these folders are not appropriate or conducive for distribution by email since they contain authorization cards, specialized forms and original letters. Since all AC program participants are actively being stalked, most participants do not participate in email correspondence.

The Department is requesting \$134,500 in FY 2018-19 and \$178,461 in FY 2019-20 for costs associated with printing packets for Applications Assistants and program participants. Included in these figures is an appropriation for postage, which equals \$125,000 in FY 2018-19 and \$170,000 in FY 2019-20.

The AC program has undertaken LEAN process improvements, which included an attempt to reduce the volume of mail sent in an envelope requiring additional postage, but this effort was not successful. It was able to implement a change in its workflow as a result, which allows it to close cases more quickly when mail is returned by the Postal Service.

### **CONCLUSION**

JBC staff will continue working with the Department on this request. There is little doubt the program is popular with its program participants, however, if this request is approved, the program will inevitably grow the number of persons it serves. More participants will require more General Fund support, due to the cash fund receiving revenue from only a one-time surcharge. If the General Assembly were to seek alternative sources to fund the program, it could require participants to pay an annual fee or increase the surcharge to offset *some* General Fund. Either would require legislation. Victims of crimes that qualify for the program do not choose to be victims and, therefore, portions of the public may view asking participants to pay an annual fee as an injustice. Even if the fee was minimal and imposed only upon renewal, it may motivate individuals who stay in the program because it costs nothing but may no longer need the benefit of it to withdraw.

The program will be dependent on some portion of General Fund even if additional cash fund revenue sources are implemented.

## ISSUE: R3 STATE ARCHIVES DIGITALIZATION AND ELECTRONIC RECORD PLAN

The Department of Personnel maintains permanent and temporary records in the State Archive.

### SUMMARY

- The State Archive is working on a project to digitize legislative audio, which was funded for a 5-year term beginning in FY 2014-15, which included 2.0 FTE. The project is taking longer than expected due to technical issues, which slow playback speed, or require additional preparation to prevent irreparable damage.
- Funding from the term-limited budget request and from a federal grant are expected to expire in FY 2018-19, leaving 3.0 FTE the State Archive finds valuable without funding for continued employment. The expertise this FTE brings to the State Archive has allowed the Program to make progress more quickly than previous on the digitization of legislative audio.
- The Department of Personnel is requesting \$414,335 total funds, including \$372,335 General Fund and \$42,000 cash fund, and 3.0 FTE in FY 2018-19, and \$246,632 total funds, including \$230,632 General Fund and \$16,000 cash funds, and 3.0 FTE in FY 2019-20 and ongoing to fund Colorado State Archives' legislative audio digitization project, update its technology, and begin migration to digital storage.

### RECOMMENDATION

JBC staff recommendation is pending and a full recommendation will be made during figure setting.

### DISCUSSION

The Department of Personnel is requesting \$414,335 total funds, including \$372,335 General Fund and \$42,000 cash fund, and 3.0 FTE in FY 2018-19, and \$246,632 total funds, including \$230,632 General Fund and \$16,000 cash funds, and 3.0 FTE in FY 2019-20 and ongoing to fund Colorado State Archives' legislative audio digitization project, update its technology, and begin migration to digital storage.

The Colorado State Archives Program ("Program") operates as two distinct business centers. The customer-facing, revenue generating employees are funded with cash funds, while the archival and research team are funded with General Fund appropriations. The Program's goals are to improve customer service and efficiency of fulfilling requests, and begin the move toward a permanent digitized archive.

### THE LEGISLATIVE AUDIO PROJECT

The Program maintains records of many different kinds of materials including ledgers, paper documents like committee reports, and audio and video from legislative hearings. It has been working toward completing the digitization records spanning many different formats following the five year

funding approved in the Department's FY 2014-15 "BA-1 Legislative Audio Digitization" request. Historical audio recordings of legislative hearings are stored at the Colorado State Archives and date back to 1973. These recordings are comprised of several thousand audio tapes in five different formats and each have their own challenges summarized in the following table.

ARCHIVE FORMATS		
ARCHIVE FORMAT	PERIOD	CHALLENGE
Dictaphone	1973-1981	machine and tape degradation from time
Magnasync	1981-1997	machines capable of reading are becoming inaccessible
Digital Audio Tapes and Data Storage tapes (DATS/DDS)	1997-2002	degradation and corruption of digital files and obsolete proprietary software
Freedom System	2002-2012	entirely proprietary format

Each era of audio recordings utilizes a different historical storage format; all of which are unique proprietary multi-track tape reproducers manufactured in those specific eras, or are recordings in proprietary digital formats, playable only on computers no longer supported by Office of Information Technology (OIT) due to the computer's outdated software. The ability to access these tapes is impacted by age, decades of wear and tear, as well as the deteriorating condition of the archaic playback machines and computers.

Once files are in digital format, Program staff manually catalogs metadata to make records searchable. The files will have to be cataloged into a database and made accessible for requests, the staff will be facilitating access into the database to locate the files/recordings being requested. Lastly, any digital file has to be migrated every 3-5 years into newer formats to ensure accessibility. Authenticity checks need to be performed frequently to prove that the files have not changed or been corrupted over time, ensuring legality.

The Program pursues grant funding that aligns with the Program's goals of preserving Colorado's historical government documents and recordings. One such grant was awarded by the National Historical Publications and Records Commission (NHPRC) to migrate the Freedom System audio format to a format appropriate for archival purposes. Although grant funding is sometimes available to provide resources to archive specific formats, it has not been available for older formats at higher risk of becoming an unrecoverable record.

Since much of the United States and the world are moving toward operating almost entirely digitally, it seems like an opportunity ripe for archival expertise to be available in the commercial marketplace. While the Program did investigate outsourcing some or all of its activities, it noted several obstacles that were unacceptable by the Program. These include loss of access by public while in vendor's custody, loss of control, because requires a specialized vendor that may not be local, and once the digitalization is complete, Program staff still must catalog the records and add searchable metadata. One quote the Program solicited estimated the digitization of the DATS format, which was used for five years of legislative audio, would cost \$150,000 and still require Program staff to catalog and add metadata. When appropriate, the Program does utilize services provided by Integrated Document Solutions.

One of the observations the Program shared is archival formats continue to change as technology advances. To ensure the public has access to the database and prevent a future Program from having to deal with formats from half a century prior, any digital file has to be migrated every 3-5 years into

newer formats. Authenticity checks need to be performed frequently to prove that the files have not changed or been corrupted over time, ensuring legality. All of these steps require trained archivists with experience and education in digital records. Staff archivists will also need to determine a plan for three other formats of recordings including early 7-inch reel tapes, DATS/DDS tapes, and born-digital video and audio from The Colorado Channel.

The request includes 3.0 FTE, however, the Department notes that each of these three individuals are currently working on the legislative audio project. The grant from the NHPRC provided funding for 1.0 FTE, but the grant is not expected to be renewed in the future due to changing priorities of the current administration. It is also limited to the most recent audio format, the Freedom System. The other 2.0 FTE are term limited based on the budget action taken on the Department's FY 2014-15 "BA-1 Legislative Audio Digitization" budget amendment, which granted funding for five years.

The Department is seeking to make these employees permanent because their expertise has already been honed through experience and training. With these FTE in place, the Program has been able to move much more quickly on the legislative audio project than it was capable prior to adding the specialized staff. Despite the increased efficiency of this project, the work is slower than anticipated when funding was initially requested, primarily due to remediation some of the older formats require.

## TECHNOLOGY TO ASSIST PUBLIC ACCESS TO ARCHIVES

In addition to the digital audio project, the Archives Program also preserves historic ledger books and other documents on microfiche. The technology the Program utilizes for scanning ledger books into an archival format and its microfiche machines are causing unnecessary expenditures both in operating and personal services due to extra steps required to work with the technology in place. The Department is requesting \$99,000 in FY 2018-19 and \$6,000 in FY 2018-19 and ongoing to replace its current technology with new devices.

### LEDGER SCANNING

The Program maintains over 20,000 ledgers and continues its goal of preserving each digitally. The technology utilized in recent years to scan ledgers is simply a standard photocopier, a process that is reminiscent of research projects completed in the library that required making photocopies of book sources. The copiers are no longer under warranty and are outside of any service contract that may have existed. Even as archivists carefully and meticulously scan each ledger, the Program was damaging an estimated 30 ledger books per year. When a ledger is damaged it must be repaired and the cost to repair the ledger averages \$450 each or approximately \$13,500 each year.

Since damaging ledgers is antithetical to the Program's goals of preservation, the Program has ceased using the copiers and input information by hand. If a record seeker wishes to have a copy of a ledger page, staff is taking photos using personal cell phones to share digitally. Ledgers are prioritized for digitalization based on frequency of item request, which is often records of divorce and probate proceedings. Ledgers take around 38 hours to transcribe manually in digital format.

The Program has identified scanners specifically developed for scanning ledgers. This request includes two ledger scanners at a cost of \$36,000 each, with a \$5,000 annual maintenance contract for both. Ledger scanners are capable of scanning entire ledgers in three hours and is fully prepared for use by archivists. This frees up staff time to work on other projects described in this request. After experiencing the effects outdated technology can have on operations, the Program is seeking an annual



maintenance contract with any purchase order or lease agreement it enters into for the scanning equipment. Added benefits of adding new ledger scanners are that the quality of the scan will be much improved and can be placed online easily for public access.

### **MICROFICHE**

Other permanent records maintained by the Program are archived in the microfiche format. While microfiche seems like an ancient format, it is still a highly valued medium because unlike digital formats, which require specific software to access, in the event of a catastrophe microfiche can be projected with a light source. The Department currently utilizes two microfiche readers that are outside of their warranty and require additional steps from Program staff to share the contents of the microfiche with persons requesting the information.

The maintenance of the current readers is increasing in cost due to the lack of qualified technicians. Often, if one needs service the Program has to bring them in from out of state increasing costs. Like the ledger scanners, to avoid finding itself in this situation next decade, the Program is seeking two new microfiche machines with maintenance contracts.

The new machines will also reduce extra work required to prepare microfiche records for sharing with the public. The machines currently in use can only reproduce paper copies of records and Program staff print each record requested, scan each of those with a regular document scanner, and then recycle the original printout. The new readers will be capable of outputting directly to a digital format reducing the time required by staff and will reduce materials costs due to a reduced need for printing. The Department requested funding for two readers and budgeted \$10,500 for each.

### **MIGRATION TO DIGITAL STORAGE**

The final component of this project is to begin the process of migrating to a digital storage system. The Department undertook market research and determined the current digital storage needs of the Program is an annual subscription available for \$40,000, annually. Digital repository vendors will perform any future necessary migrations for the lifetime of any files stored with them. This system will also allow archivists to easily search for and access the files when needed and legal authenticity and integrity will be preserved. The digital repository will ensure quick turnaround of digital files being imported and exported, saving the program and its customers both time and money.

To complete this part of the project the Department is also seeking to contract with a digital repository consultant for \$65,000. The consultant will provide risk assessment of the State's digital records, develop a workflow for new incoming collections, develop a multi-year budget plan including staffing, and assist in implementation tools and products for managing the state's permanent and temporary electronic records.

Digital repository vendors will perform any future necessary migrations for the lifetime of any files stored with them. This system will also allow archivists to easily search for and access the files when needed and legal authenticity and integrity will be preserved. The digital repository will ensure quick turnaround of digital files being imported and exported, saving the program and its customers both time and money.

Currently, the digital storage needs grow by approximately 52 TB every year but the \$40,000 subscription anticipates this growth. The Governor's Office of Information Technology is fully involved in the planning for the migration to digital storage.

JBC staff recommendation is pending and a full recommendation will be made during figure setting.

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
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### DEPARTMENT OF PERSONNEL June Taylor, Executive Director

#### (1) EXECUTIVE DIRECTOR'S OFFICE

##### (A) Department Administration

Personal Services	<u>1,652,315</u>	<u>1,675,059</u>	<u>1,744,355</u>	<u>1,791,699</u>
FTE	15.8	14.8	18.3	18.3
General Fund	0	209,029	78,596	0
Cash Funds	0	20,857	56,125	56,125
Reappropriated Funds	1,652,315	1,445,173	1,609,634	1,735,574
Health, Life, and Dental	<u>3,080,546</u>	<u>3,107,311</u>	<u>3,524,252</u>	<u>3,748,027</u>
General Fund	839,730	872,532	987,236	1,117,788
Cash Funds	321,718	269,934	250,378	309,795
Reappropriated Funds	1,919,098	1,964,845	2,286,638	2,320,444
Short-term Disability	<u>50,200</u>	<u>44,651</u>	<u>46,335</u>	<u>44,575</u>
General Fund	17,610	14,695	16,509	16,796
Cash Funds	5,050	4,492	3,123	3,111
Reappropriated Funds	27,540	25,464	26,703	24,668
S.B. 04-257 Amortization Equalization Disbursement	<u>1,054,638</u>	<u>1,101,505</u>	<u>1,254,045</u>	<u>1,337,889</u>
General Fund	368,794	343,142	445,807	503,321
Cash Funds	106,394	113,171	84,415	93,238
Reappropriated Funds	579,450	645,192	723,823	741,330

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
S.B. 06-235 Supplemental Amortization Equalization					
Disbursement	<u>1,018,684</u>	<u>1,093,083</u>	<u>1,254,045</u>	<u>1,337,889</u>	
General Fund	356,221	342,620	445,807	503,321	
Cash Funds	102,767	111,992	84,415	93,238	
Reappropriated Funds	559,696	638,471	723,823	741,330	
Salary Survey	<u>240,120</u>	<u>81,876</u>	<u>477,327</u>	<u>868,386</u>	
General Fund	74,993	35,647	170,024	327,193	
Cash Funds	26,766	1,045	32,161	60,619	
Reappropriated Funds	138,361	45,184	275,142	480,574	
Merit Pay	<u>224,307</u>	<u>0</u>	<u>203,377</u>	<u>0</u>	
General Fund	73,405	0	65,566	0	
Cash Funds	27,728	0	14,270	0	
Reappropriated Funds	123,174	0	123,541	0	
Shift Differential	<u>45,747</u>	<u>44,567</u>	<u>43,735</u>	<u>47,086</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	45,747	44,567	43,735	47,086	
Workers' Compensation	<u>184,433</u>	<u>228,134</u>	<u>235,986</u>	<u>346,394</u>	
General Fund	50,321	62,118	64,215	93,307	
Cash Funds	19,874	24,087	24,833	32,826	
Reappropriated Funds	114,238	141,929	146,938	220,261	

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
Operating Expenses	<u>99,478</u>	<u>99,531</u>	<u>100,006</u>	<u>99,654</u>	*
General Fund	0	99,531	0	0	
Cash Funds	0	0	475	475	
Reappropriated Funds	99,478	0	99,531	99,179	
Legal Services	<u>219,797</u>	<u>164,632</u>	<u>315,844</u>	<u>266,988</u>	
General Fund	177,061	97,996	206,148	174,275	
Cash Funds	11,267	42,720	59,961	50,676	
Reappropriated Funds	31,469	23,916	49,735	42,037	
Administrative Law Judge Services	<u>11,383</u>	<u>12,814</u>	<u>11,506</u>	<u>2,874</u>	
General Fund	0	0	0	0	
Cash Funds	10,323	12,814	11,506	2,874	
Reappropriated Funds	1,060	0	0	0	
Payment to Risk Management and Property Funds	<u>571,070</u>	<u>631,502</u>	<u>887,149</u>	<u>845,042</u>	*
General Fund	155,865	171,561	239,816	227,628	
Cash Funds	62,203	66,915	91,205	80,080	
Reappropriated Funds	353,002	393,026	556,128	537,334	
Vehicle Lease Payments	<u>54,433</u>	<u>156,127</u>	<u>191,940</u>	<u>233,807</u>	*
General Fund	0	0	0	0	
Cash Funds	2,010	1,951	2,128	2,128	
Reappropriated Funds	52,423	154,176	189,812	231,679	
Leased Space	<u>316,949</u>	<u>338,178</u>	<u>340,613</u>	<u>349,535</u>	*
General Fund	0	0	0	0	
Cash Funds	0	2,795	0	0	
Reappropriated Funds	316,949	335,383	340,613	349,535	

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
Capitol Complex Leased Space	<u>2,388,386</u>	<u>2,431,358</u>	<u>2,783,607</u>	<u>2,550,959</u>	
General Fund	1,320,282	1,245,212	2,243	207,002	
Cash Funds	231,042	225,970	132,443	112,055	
Reappropriated Funds	837,062	960,176	2,648,921	2,231,902	
Payments to OIT	<u>3,768,561</u>	<u>5,583,222</u>	<u>3,621,953</u>	<u>4,696,193</u>	*
General Fund	1,035,742	1,525,117	808,719	1,421,867	
Cash Funds	508,639	580,960	344,129	446,168	
Reappropriated Funds	2,224,180	3,477,145	2,469,105	2,828,158	
CORE Operations	<u>401,287</u>	<u>303,032</u>	<u>297,516</u>	<u>354,830</u>	
General Fund	110,289	82,244	80,771	95,580	
Cash Funds	54,159	31,192	30,668	33,625	
Reappropriated Funds	236,839	189,596	186,077	225,625	
Depreciation of House and Senate Chambers Restoration	<u>0</u>	<u>0</u>	<u>0</u>	<u>352,601</u>	
General Fund	0	0	0	239,769	
Cash Funds	0	0	0	112,832	
Governor's Office Transition	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>	
General Fund	0	0	0	25,000	
<b>SUBTOTAL - (A) Department Administration</b>	15,382,334	17,096,582	17,333,591	19,299,428	11.3%
FTE	15.8	14.8	18.3	18.3	0.0%
General Fund	4,580,313	5,101,444	3,611,457	4,952,847	37.1%
Cash Funds	1,489,940	1,510,895	1,222,235	1,489,865	21.9%
Reappropriated Funds	9,312,081	10,484,243	12,499,899	12,856,716	2.9%

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
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### (B) Statewide Special Purpose

#### (I) Colorado State Employees Assistance Program

Personal Services	<u>804,848</u>	<u>783,659</u>	<u>819,485</u>	<u>846,607</u>	
FTE	9.9	10.7	11.0	11.0	
General Fund	0	0	0	0	
Cash Funds	0	12,856	0	0	
Reappropriated Funds	804,848	770,803	819,485	846,607	
Operating Expenses	<u>52,777</u>	<u>52,680</u>	<u>53,794</u>	<u>58,338</u>	*
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	52,777	52,680	53,794	58,338	
Indirect Cost Assessment	<u>172,259</u>	<u>29,796</u>	<u>164,614</u>	<u>259,847</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	172,259	29,796	164,614	259,847	

<b>SUBTOTAL -</b>	1,029,884	866,135	1,037,893	1,164,792	12.2%
FTE	<u>9.9</u>	<u>10.7</u>	<u>11.0</u>	<u>11.0</u>	0.0%
General Fund	0	0	0	0	0.0%
Cash Funds	0	12,856	0	0	0.0%
Reappropriated Funds	1,029,884	853,279	1,037,893	1,164,792	12.2%

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
<b>(II) Office of the State Architect</b>					
Office of the State Architect	<u>615,108</u>	<u>771,455</u>	<u>815,666</u>	<u>835,100</u>	*
FTE	6.0	8.0	8.0	8.0	
General Fund	615,108	771,455	815,666	835,100	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	
Statewide Planning Services	<u>2,396</u>	<u>0</u>	<u>1,000,000</u>	<u>1,000,000</u>	
General Fund	2,396	0	1,000,000	1,000,000	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	
<b>SUBTOTAL -</b>	617,504	771,455	1,815,666	1,835,100	1.1%
FTE	<u>6.0</u>	<u>8.0</u>	<u>8.0</u>	<u>8.0</u>	0.0%
General Fund	617,504	771,455	1,815,666	1,835,100	1.1%
Cash Funds	0	0	0	0	0.0%
Reappropriated Funds	0	0	0	0	0.0%
<b>(III) Colorado State Archives</b>					
Personal Services	<u>432,209</u>	<u>568,477</u>	<u>664,083</u>	<u>0</u>	*
FTE	7.9	7.9	12.0	0.0	
General Fund	431,753	525,049	535,324	0	
Cash Funds	456	36,818	99,688	0	
Reappropriated Funds	0	6,610	29,071	0	
Operating Expenses	<u>81,572</u>	<u>93,836</u>	<u>93,836</u>	<u>0</u>	*
General Fund	81,572	93,836	93,836	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	



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	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
<b>SUBTOTAL -</b>	513,781	662,313	757,919	0	(100.0%)
<i>FTE</i>	<u>7.9</u>	<u>7.9</u>	<u>12.0</u>	<u>0.0</u>	<u>(100.0%)</u>
General Fund	513,325	618,885	629,160	0	(100.0%)
Cash Funds	456	36,818	99,688	0	(100.0%)
Reappropriated Funds	0	6,610	29,071	0	(100.0%)
<b>(V) Other Statewide Special Purpose</b>					
Test Facility Lease	<u>119,842</u>	<u>119,842</u>	<u>119,842</u>	<u>119,842</u>	
General Fund	119,842	119,842	119,842	119,842	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	
Employment Security Contract Payment	<u>15,350</u>	<u>15,800</u>	<u>16,000</u>	<u>16,000</u>	
General Fund	8,953	7,064	7,264	7,264	
Cash Funds	0	0	0	0	
Reappropriated Funds	6,397	8,736	8,736	8,736	
Disability Investigational and Pilot Support Procurement	<u>348,864</u>	<u>4,221</u>	<u>1,501,976</u>	<u>1,583,976</u>	
General Fund	0	0	0	0	
Cash Funds	348,864	4,221	1,501,976	1,583,976	
Reappropriated Funds	0	0	0	0	
<b>SUBTOTAL -</b>	484,056	139,863	1,637,818	1,719,818	5.0%
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0%</u>
General Fund	128,795	126,906	127,106	127,106	0.0%
Cash Funds	348,864	4,221	1,501,976	1,583,976	5.5%
Reappropriated Funds	6,397	8,736	8,736	8,736	0.0%

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
<b>SUBTOTAL - (B) Statewide Special Purpose</b>	2,645,225	2,439,766	5,249,296	4,719,710	(10.1%)
<i>FTE</i>	<u>23.8</u>	<u>26.6</u>	<u>31.0</u>	<u>19.0</u>	<u>(38.7%)</u>
General Fund	1,259,624	1,517,246	2,571,932	1,962,206	(23.7%)
Cash Funds	349,320	53,895	1,601,664	1,583,976	(1.1%)
Reappropriated Funds	1,036,281	868,625	1,075,700	1,173,528	9.1%
<b>TOTAL - (1) Executive Director's Office</b>	18,027,559	19,536,348	22,582,887	24,019,138	6.4%
<i>FTE</i>	<u>39.6</u>	<u>41.4</u>	<u>49.3</u>	<u>37.3</u>	<u>(24.3%)</u>
General Fund	5,839,937	6,618,690	6,183,389	6,915,053	11.8%
Cash Funds	1,839,260	1,564,790	2,823,899	3,073,841	8.9%
Reappropriated Funds	10,348,362	11,352,868	13,575,599	14,030,244	3.3%

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
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### (2) DIVISION OF HUMAN RESOURCES

#### (A) Human Resource Services

##### (I) State Agency Services

Personal Services	<u>1,402,113</u>	<u>1,566,209</u>	<u>1,728,063</u>	<u>1,761,181</u>	
FTE	15.4	17.6	19.2	19.2	
General Fund	1,402,113	1,566,209	1,728,063	1,761,181	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	
Operating Expenses	<u>82,524</u>	<u>86,313</u>	<u>88,496</u>	<u>88,127</u>	*
General Fund	82,524	86,313	88,496	88,127	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	
Total Compensation and Employee Engagement Surveys	<u>203,512</u>	<u>132,500</u>	<u>215,000</u>	<u>300,000</u>	
General Fund	203,512	132,500	215,000	300,000	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	

<b>SUBTOTAL -</b>	1,688,149	1,785,022	2,031,559	2,149,308	5.8%
FTE	<u>15.4</u>	<u>17.6</u>	<u>19.2</u>	<u>19.2</u>	0.0%
General Fund	1,688,149	1,785,022	2,031,559	2,149,308	5.8%
Cash Funds	0	0	0	0	0.0%
Reappropriated Funds	0	0	0	0	0.0%

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
<b>(II) Training Services</b>					
Training Services	<u>687,079</u>	<u>676,586</u>	<u>1,692,541</u>	<u>1,697,263</u> *	
FTE	3.0	3.2	4.0	4.0	
General Fund	0	0	0	0	
Cash Funds	40,303	32,091	40,305	40,305	
Reappropriated Funds	646,776	644,495	1,652,236	1,656,958	
Indirect Cost Assessment	<u>32,482</u>	<u>62,425</u>	<u>101,199</u>	<u>91,461</u>	
General Fund	0	0	0	0	
Cash Funds	3,842	0	0	0	
Reappropriated Funds	28,640	62,425	101,199	91,461	
<b>SUBTOTAL -</b>	719,561	739,011	1,793,740	1,788,724	(0.3%)
FTE	<u>3.0</u>	<u>3.2</u>	<u>4.0</u>	<u>4.0</u>	0.0%
General Fund	0	0	0	0	0.0%
Cash Funds	44,145	32,091	40,305	40,305	0.0%
Reappropriated Funds	675,416	706,920	1,753,435	1,748,419	(0.3%)
<b>SUBTOTAL - (A) Human Resource Services</b>	2,407,710	2,524,033	3,825,299	3,938,032	2.9%
FTE	<u>18.4</u>	<u>20.8</u>	<u>23.2</u>	<u>23.2</u>	0.0%
General Fund	1,688,149	1,785,022	2,031,559	2,149,308	5.8%
Cash Funds	44,145	32,091	40,305	40,305	0.0%
Reappropriated Funds	675,416	706,920	1,753,435	1,748,419	(0.3%)

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
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### (B) Employee Benefits Services

Personal Services	<u>704,881</u>	<u>738,907</u>	<u>837,446</u>	<u>857,152</u>	
FTE	9.1	9.9	12.0	12.0	
General Fund	0	0	0	0	
Cash Funds	704,881	738,907	837,446	857,152	
Reappropriated Funds	0	0	0	0	
Operating Expenses	<u>45,360</u>	<u>42,341</u>	<u>58,324</u>	<u>58,093</u>	*
General Fund	0	0	0	0	
Cash Funds	45,360	42,341	58,324	58,093	
Reappropriated Funds	0	0	0	0	
Utilization Review	<u>12,888</u>	<u>14,290</u>	<u>25,000</u>	<u>25,000</u>	
General Fund	0	0	0	0	
Cash Funds	12,888	14,290	25,000	25,000	
Reappropriated Funds	0	0	0	0	
H.B. 07-1335 Supplemental State Contribution Fund	<u>1,145,379</u>	<u>1,237,175</u>	<u>1,848,701</u>	<u>1,848,701</u>	
General Fund	0	0	0	0	
Cash Funds	1,145,379	1,237,175	1,848,701	1,848,701	
Reappropriated Funds	0	0	0	0	
Indirect Cost Assessment	<u>172,277</u>	<u>73,154</u>	<u>208,758</u>	<u>224,037</u>	
General Fund	0	0	0	0	
Cash Funds	172,277	73,154	208,758	224,037	
Reappropriated Funds	0	0	0	0	

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	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
<b>SUBTOTAL - (B) Employee Benefits Services</b>	2,080,785	2,105,867	2,978,229	3,012,983	1.2%
<i>FTE</i>	<u>9.1</u>	<u>9.9</u>	<u>12.0</u>	<u>12.0</u>	0.0%
General Fund	0	0	0	0	0.0%
Cash Funds	2,080,785	2,105,867	2,978,229	3,012,983	1.2%
Reappropriated Funds	0	0	0	0	0.0%

### (C) Risk Management Services

Personal Services	<u>724,758</u>	<u>646,599</u>	<u>767,321</u>	<u>781,407</u>	
<i>FTE</i>	<u>9.7</u>	<u>7.8</u>	<u>11.5</u>	<u>11.5</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	724,758	646,599	767,321	781,407	
Operating Expenses	<u>58,439</u>	<u>45,792</u>	<u>62,539</u>	<u>62,318</u>	*
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	58,439	45,792	62,539	62,318	
Actuarial and Broker Services	<u>161,730</u>	<u>263,618</u>	<u>257,000</u>	<u>257,000</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	161,730	263,618	257,000	257,000	
Risk Management Information System	<u>152,418</u>	<u>191,050</u>	<u>193,302</u>	<u>193,302</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	152,418	191,050	193,302	193,302	

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	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
Indirect Cost Assessment	<u>163,715</u>	<u>189,850</u>	<u>214,251</u>	<u>206,912</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	163,715	189,850	214,251	206,912	
Liability Claims	<u>4,262,694</u>	<u>7,013,148</u>	<u>5,492,182</u>	<u>4,965,029</u>	*
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	4,262,694	7,013,148	5,492,182	4,965,029	
Liability Excess Policy	<u>308,544</u>	<u>331,348</u>	<u>363,825</u>	<u>707,000</u>	*
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	308,544	331,348	363,825	707,000	
Liability Legal Services	<u>3,370,249</u>	<u>3,800,789</u>	<u>4,556,435</u>	<u>4,606,572</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	3,370,249	3,800,789	4,556,435	4,606,572	
Property Policies	<u>4,837,309</u>	<u>4,861,562</u>	<u>5,449,696</u>	<u>5,691,679</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	4,837,309	4,861,562	5,449,696	5,691,679	
Property Deductibles and Payouts	<u>5,838,017</u>	<u>9,433,634</u>	<u>2,860,000</u>	<u>5,800,000</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	5,838,017	9,433,634	2,860,000	5,800,000	

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	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
Workers' Compensation Claims	<u>30,487,596</u>	<u>31,213,037</u>	<u>35,712,576</u>	<u>36,319,344</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	30,487,596	31,213,037	35,712,576	36,319,344	
Workers' Compensation TPA Fees and Loss Control	<u>2,300,094</u>	<u>1,923,947</u>	<u>2,450,000</u>	<u>2,450,000</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	2,300,094	1,923,947	2,450,000	2,450,000	
Workers' Compensation Excess Policy	<u>699,873</u>	<u>684,496</u>	<u>751,657</u>	<u>781,639</u>	
General Fund	0	684,496	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	699,873	0	751,657	781,639	
Workers' Compensation Legal Services	<u>2,269,200</u>	<u>1,631,452</u> 0.0	<u>2,380,838</u>	<u>2,318,256</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	2,269,200	1,631,452	2,380,838	2,318,256	
<b>SUBTOTAL - (C) Risk Management Services</b>	55,634,636	62,230,322	61,511,622	65,140,458	5.9%
FTE	<u>9.7</u>	<u>7.8</u>	<u>11.5</u>	<u>11.5</u>	0.0%
General Fund	0	684,496	0	0	0.0%
Cash Funds	0	0	0	0	0.0%
Reappropriated Funds	55,634,636	61,545,826	61,511,622	65,140,458	5.9%



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	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
<b>TOTAL - (2) Division of Human Resources</b>	60,123,131	66,860,222	68,315,150	72,091,473	5.5%
<i>FTE</i>	<u>37.2</u>	<u>38.5</u>	<u>46.7</u>	<u>46.7</u>	<u>0.0%</u>
General Fund	1,688,149	2,469,518	2,031,559	2,149,308	5.8%
Cash Funds	2,124,930	2,137,958	3,018,534	3,053,288	1.2%
Reappropriated Funds	56,310,052	62,252,746	63,265,057	66,888,877	5.7%

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	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
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### (3) CONSTITUTIONALLY INDEPENDENT ENTITIES

#### (A) Personnel Board

Personal Services	<u>423,443</u>	<u>494,820</u>	<u>494,430</u>	<u>509,189</u>	
FTE	4.3	4.9	4.8	4.8	
General Fund	423,443	494,430	494,430	509,189	
Cash Funds	0	390	0	0	
Reappropriated Funds	0	0	0	0	
Operating Expenses	<u>17,234</u>	<u>17,702</u>	<u>19,185</u>	<u>22,969</u>	*
General Fund	17,234	17,702	19,185	22,969	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	
Legal Services	<u>31,353</u>	<u>30,923</u>	<u>35,165</u>	<u>35,165</u>	
General Fund	31,353	30,923	35,165	35,165	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	0	0	

<b>TOTAL - (3) Constitutionally Independent Entities</b>	472,030	543,445	548,780	567,323	3.4%
FTE	<u>4.3</u>	<u>4.9</u>	<u>4.8</u>	<u>4.8</u>	<u>0.0%</u>
General Fund	472,030	543,055	548,780	567,323	3.4%
Cash Funds	0	390	0	0	0.0%
Reappropriated Funds	0	0	0	0	0.0%

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
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### (4) CENTRAL SERVICES

#### (A) Administration

Personal Services	<u>611,555</u>	<u>624,984</u>	<u>671,236</u>	<u>480,278</u>	*
FTE	7.2	6.8	8.0	5.2	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	611,555	624,984	671,236	480,278	
Operating Expenses	<u>33,854</u>	<u>40,704</u>	<u>40,254</u>	<u>27,690</u>	*
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	33,854	40,704	40,254	27,690	
Indirect Cost Assessment	<u>68,172</u>	<u>21,207</u>	<u>80,464</u>	<u>13,535</u>	*
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	68,172	21,207	80,464	13,535	

<b>SUBTOTAL - (A) Administration</b>	713,581	686,895	791,954	521,503	(34.1%)
<i>FTE</i>	<u>7.2</u>	<u>6.8</u>	<u>8.0</u>	<u>5.2</u>	<u>(35.0%)</u>
General Fund	0	0	0	0	0.0%
Cash Funds	0	0	0	0	0.0%
Reappropriated Funds	713,581	686,895	791,954	521,503	(34.1%)

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
<b>(B) Integrated Document Solutions</b>					
Personal Services	<u>5,959,852</u>	<u>6,004,932</u>	<u>6,399,762</u>	<u>6,793,846</u>	*
FTE	96.5	96.3	97.1	96.6	
General Fund	0	0	0	0	
Cash Funds	90,292	67,649	141,615	141,615	
Reappropriated Funds	5,869,560	5,937,283	6,258,147	6,652,231	
Operating Expenses	<u>5,163,430</u>	<u>4,954,701</u>	<u>6,078,937</u>	<u>7,769,915</u>	*
General Fund	0	0	0	0	
Cash Funds	0	0	240,313	240,239	
Reappropriated Funds	5,163,430	4,954,701	5,838,624	7,529,676	
Commercial Print Payments	<u>1,366,521</u>	<u>1,681,820</u>	<u>1,733,260</u>	<u>1,733,260</u>	
FTE	0.0	0.0	0.0	0.0	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	1,366,521	1,681,820	1,733,260	1,733,260	
IDS Postage	<u>7,448,462</u>	<u>7,635,425</u>	<u>7,977,818</u>	<u>9,317,628</u>	*
General Fund	0	0	0	0	
Cash Funds	0	0	740,298	740,298	
Reappropriated Funds	7,448,462	7,635,425	7,237,520	8,577,330	
Utilities	<u>68,982</u>	<u>62,471</u>	<u>69,000</u>	<u>69,000</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	68,982	62,471	69,000	69,000	

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
Address Confidentiality Program	<u>194,622</u>	<u>283,404</u>	<u>269,962</u>	<u>576,701</u>	*
FTE	3.0	2.2	3.4	5.9	
General Fund	107,800	154,190	159,017	445,821	
Cash Funds	86,822	129,214	110,945	130,880	
Reappropriated Funds	0	0	0	0	
Indirect Cost Assessment	<u>322,284</u>	<u>198,180</u>	<u>291,646</u>	<u>266,991</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	322,284	198,180	291,646	266,991	
Mail Equipment Purchase	<u>210,892</u>	<u>0</u>	<u>0</u>	<u>0</u>	
General Fund	46,129	0	0	0	
Cash Funds	46,129	0	0	0	
Reappropriated Funds	118,634	0	0	0	
<b>SUBTOTAL - (B) Integrated Document Solutions</b>	20,735,045	20,820,933	22,820,385	26,527,341	16.2%
FTE	<u>99.5</u>	<u>98.5</u>	<u>100.5</u>	<u>102.5</u>	<u>2.0%</u>
General Fund	153,929	154,190	159,017	445,821	180.4%
Cash Funds	223,243	196,863	1,233,171	1,253,032	1.6%
Reappropriated Funds	20,357,873	20,469,880	21,428,197	24,828,488	15.9%

### (C) Colorado State Archives

Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>790,150</u>	*
FTE	0.0	0.0	0.0	13.0	
General Fund	0	0	0	661,391	
Cash Funds	0	0	0	99,688	
Reappropriated Funds	0	0	0	29,071	

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
Operating Expenses	<u>0</u>	<u>0</u>	<u>0</u>	<u>253,258</u> *	
General Fund	0	0	0	211,258	
Cash Funds	0	0	0	42,000	
<b>SUBTOTAL - (C) Colorado State Archives</b>	0	0	0	1,043,408	0.0%
FTE	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>13.0</u>	0.0%
General Fund	0	0	0	872,649	0.0%
Cash Funds	0	0	0	141,688	0.0%
Reappropriated Funds	0	0	0	29,071	0.0%

### (C) Fleet Management Program and Motor Pool Services

Personal Services	<u>786,842</u>	<u>776,481</u>	<u>987,807</u>	<u>0</u> *	
FTE	13.0	12.6	15.8	0.0	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	786,842	776,481	987,807	0	
Operating Expenses	<u>594,283</u>	<u>287,618</u>	<u>368,136</u>	<u>0</u> *	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	594,283	287,618	368,136	0	
Motor Pool Vehicle Lease and Operating Expenses	<u>0</u>	<u>122,078</u>	<u>200,000</u>	<u>0</u> *	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	122,078	200,000	0	

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
Fuel and Automotive Supplies	<u>17,503,906</u>	<u>17,756,222</u>	<u>20,649,618</u>	<u>0</u> *	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	17,503,906	17,756,222	20,649,618	0	
Vehicle Replacement Lease/Purchase	<u>17,187,982</u>	<u>18,047,690</u>	<u>19,962,157</u>	<u>0</u> *	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	17,187,982	18,047,690	19,962,157	0	
Indirect Cost Assessment	<u>293,264</u>	<u>148,784</u>	<u>371,178</u>	<u>0</u> *	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	293,264	148,784	371,178	0	
<b>SUBTOTAL - (C) Fleet Management Program and Motor Pool Services</b>	<b>36,366,277</b>	<b>37,138,873</b>	<b>42,538,896</b>	<b>0</b>	<b>(100.0%)</b>
<i>FTE</i>	<u>13.0</u>	<u>12.6</u>	<u>15.8</u>	<u>0.0</u>	<u>(100.0%)</u>
General Fund	0	0	0	0	0.0%
Cash Funds	0	0	0	0	0.0%
Reappropriated Funds	36,366,277	37,138,873	42,538,896	0	(100.0%)
<b>(D) Facilities Maintenance - Capitol Complex</b>					
Personal Services	<u>3,025,361</u>	<u>3,132,899</u>	<u>3,206,979</u>	<u>0</u> *	
FTE	54.5	54.6	55.2	0.0	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	3,025,361	3,132,899	3,206,979	0	

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
Operating Expenses	<u>2,683,874</u>	<u>2,658,954</u>	<u>2,709,468</u>	<u>0</u>	*
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	2,683,874	2,658,954	2,709,468	0	
Capitol Complex Repairs	<u>55,689</u>	<u>51,649</u>	<u>56,520</u>	<u>0</u>	*
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	55,689	51,649	56,520	0	
Capitol Complex Security	<u>405,243</u>	<u>405,243</u>	<u>469,099</u>	<u>0</u>	*
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	405,243	405,243	469,099	0	
Utilities	<u>4,497,004</u>	<u>4,869,650</u>	<u>4,868,967</u>	<u>0</u>	*
General Fund	0	0	0	0	
Cash Funds	313,139	302,434	320,424	0	
Reappropriated Funds	4,183,865	4,567,216	4,548,543	0	
Maintenance and Historical Renovation	<u>0</u>	<u>0</u>	<u>1,000,000</u>	<u>0</u>	*
General Fund	0	0	1,000,000	0	
Indirect Cost Assessment	<u>1,009,358</u>	<u>313,715</u>	<u>1,041,130</u>	<u>0</u>	*
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	1,009,358	313,715	1,041,130	0	



## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
<b>SUBTOTAL - (D) Facilities Maintenance - Capitol</b>					
<b>Complex</b>	11,676,529	11,432,110	13,352,163	0	(100.0%)
<i>FTE</i>	<u>54.5</u>	<u>54.6</u>	<u>55.2</u>	<u>0.0</u>	<u>(100.0%)</u>
General Fund	0	0	1,000,000	0	(100.0%)
Cash Funds	313,139	302,434	320,424	0	(100.0%)
Reappropriated Funds	11,363,390	11,129,676	12,031,739	0	(100.0%)
<b>TOTAL - (4) Central Services</b>	69,491,432	70,078,811	79,503,398	28,092,252	(64.7%)
<i>FTE</i>	<u>174.2</u>	<u>172.5</u>	<u>179.5</u>	<u>120.7</u>	<u>(32.8%)</u>
General Fund	153,929	154,190	1,159,017	1,318,470	13.8%
Cash Funds	536,382	499,297	1,553,595	1,394,720	(10.2%)
Reappropriated Funds	68,801,121	69,425,324	76,790,786	25,379,062	(67.0%)

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
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### (5) DIVISION OF ACCOUNTS AND CONTROL

#### (A) Financial Operations and Reporting

##### (1) Financial Operations and Reporting

Personal Services	<u>2,550,086</u>	<u>2,539,128</u>	<u>2,789,931</u>	<u>2,855,231</u>	
FTE	28.4	28.8	30.3	30.3	
General Fund	2,197,814	2,135,625	2,568,565	2,633,865	
Cash Funds	352,272	403,503	221,366	221,366	
Reappropriated Funds	0	0	0	0	
Operating Expenses	<u>137,013</u>	<u>130,126</u>	<u>138,886</u>	<u>138,303</u>	*
General Fund	0	0	0	0	
Cash Funds	137,013	130,126	138,886	138,303	
Reappropriated Funds	0	0	0	0	
Recovery Audit Program Disbursements	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	1,000	1,000	
Reappropriated Funds	0	0	0	0	

<b>SUBTOTAL -</b>	2,687,099	2,669,254	2,929,817	2,994,534	2.2%
FTE	<u>28.4</u>	<u>28.8</u>	<u>30.3</u>	<u>30.3</u>	0.0%
General Fund	2,197,814	2,135,625	2,568,565	2,633,865	2.5%
Cash Funds	489,285	533,629	361,252	360,669	(0.2%)
Reappropriated Funds	0	0	0	0	0.0%

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
<b>(2) Collections Services</b>					
Personal Services	<u>911,717</u>	<u>1,186,265</u>	<u>1,319,091</u>	<u>1,344,906</u>	
FTE	17.0	22.2	28.0	28.0	
General Fund	0	0	0	0	
Cash Funds	911,717	1,186,265	1,319,091	1,344,906	
Reappropriated Funds	0	0	0	0	
Operating Expenses	<u>372,857</u>	<u>322,986</u>	<u>553,401</u>	<u>552,862</u> *	
General Fund	0	0	0	0	
Cash Funds	372,857	322,986	553,401	552,862	
Reappropriated Funds	0	0	0	0	
Private Collection Agency Fees	<u>639,048</u>	<u>604,621</u>	<u>900,000</u>	<u>900,000</u>	
General Fund	0	0	0	0	
Cash Funds	639,048	604,621	900,000	900,000	
Reappropriated Funds	0	0	0	0	
Indirect Cost Assessment	<u>312,526</u>	<u>152,625</u>	<u>245,611</u>	<u>8,379</u>	
General Fund	0	0	0	0	
Cash Funds	312,526	152,625	245,611	8,379	
Reappropriated Funds	0	0	0	0	
<b>SUBTOTAL -</b>	2,236,148	2,266,497	3,018,103	2,806,147	(7.0%)
FTE	<u>17.0</u>	<u>22.2</u>	<u>28.0</u>	<u>28.0</u>	0.0%
General Fund	0	0	0	0	0.0%
Cash Funds	2,236,148	2,266,497	3,018,103	2,806,147	(7.0%)
Reappropriated Funds	0	0	0	0	0.0%

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
<b>SUBTOTAL - (A) Financial Operations and Reporting</b>	4,923,247	4,935,751	5,947,920	5,800,681	(2.5%)
<i>FTE</i>	<u>45.4</u>	<u>51.0</u>	<u>58.3</u>	<u>58.3</u>	<u>(0.0%)</u>
General Fund	2,197,814	2,135,625	2,568,565	2,633,865	2.5%
Cash Funds	2,725,433	2,800,126	3,379,355	3,166,816	(6.3%)
Reappropriated Funds	0	0	0	0	0.0%

### (B) Procurement and Contracts

Personal Services	<u>1,410,852</u>	<u>1,439,263</u>	<u>1,560,828</u>	<u>1,596,036</u>	
<i>FTE</i>	<u>15.4</u>	<u>16.3</u>	<u>17.7</u>	<u>17.7</u>	
General Fund	0	(8,091)	0	35,208	
Cash Funds	1,410,852	1,447,354	1,560,828	1,560,828	
Reappropriated Funds	0	0	0	0	
Operating Expenses	<u>36,334</u>	<u>37,045</u>	<u>37,309</u>	<u>36,969</u>	*
General Fund	0	0	0	0	
Cash Funds	36,334	37,045	37,309	36,969	
Reappropriated Funds	0	0	0	0	
<b>SUBTOTAL - (B) Procurement and Contracts</b>	1,447,186	1,476,308	1,598,137	1,633,005	2.2%
<i>FTE</i>	<u>15.4</u>	<u>16.3</u>	<u>17.7</u>	<u>17.7</u>	<u>0.0%</u>
General Fund	0	(8,091)	0	35,208	0.0%
Cash Funds	1,447,186	1,484,399	1,598,137	1,597,797	(0.0%)
Reappropriated Funds	0	0	0	0	0.0%

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
<b>(c) CORE Operations</b>					
Personal Services	<u>1,630,383</u>	<u>1,665,140</u>	<u>1,796,120</u>	<u>1,837,336</u>	
FTE	17.1	19.3	21.3	21.3	
General Fund	0	0	0	0	
Cash Funds	406,672	373,475	406,672	406,672	
Reappropriated Funds	1,223,711	1,291,665	1,389,448	1,430,664	
Operating Expenses	<u>1,369,408</u>	<u>765,499</u>	<u>1,369,408</u>	<u>59,590</u> *	
General Fund	0	0	0	0	
Cash Funds	1,369,408	765,499	221,760	0	
Reappropriated Funds	0	0	1,147,648	59,590	
Payments for CORE and Support Modules	<u>5,273,022</u>	<u>5,269,388</u>	<u>5,282,872</u>	<u>6,592,280</u>	
General Fund	0	0	0	0	
Cash Funds	428,467	2,381,083	819,768	1,932,852	
Reappropriated Funds	4,844,555	2,888,305	4,463,104	4,659,428	
CORE Lease Purchase Payments	<u>3,950,659</u>	<u>3,922,766</u>	<u>3,936,611</u>	<u>3,869,748</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	3,950,659	3,922,766	3,936,611	3,869,748	
Indirect Cost Assessment	<u>0</u>	<u>0</u>	<u>143,641</u>	<u>121,829</u>	
General Fund	0	0	0	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	0	0	143,641	121,829	

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	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
<b>SUBTOTAL - (c) CORE Operations</b>	12,223,472	11,622,793	12,528,652	12,480,783	(0.4%)
<i>FTE</i>	<u>17.1</u>	<u>19.3</u>	<u>21.3</u>	<u>21.3</u>	<u>0.0%</u>
General Fund	0	0	0	0	0.0%
Cash Funds	2,204,547	3,520,057	1,448,200	2,339,524	61.5%
Reappropriated Funds	10,018,925	8,102,736	11,080,452	10,141,259	(8.5%)
<b>TOTAL - (5) Division of Accounts and Control</b>	18,593,905	18,034,852	20,074,709	19,914,469	(0.8%)
<i>FTE</i>	<u>77.9</u>	<u>86.6</u>	<u>97.3</u>	<u>97.3</u>	<u>0.0%</u>
General Fund	2,197,814	2,127,534	2,568,565	2,669,073	3.9%
Cash Funds	6,377,166	7,804,582	6,425,692	7,104,137	10.6%
Reappropriated Funds	10,018,925	8,102,736	11,080,452	10,141,259	(8.5%)

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	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
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### (6) ADMINISTRATIVE COURTS

Personal Services	<u>3,455,895</u>	<u>3,482,168</u>	<u>3,787,494</u>	<u>3,870,267</u>	
FTE	37.9	37.9	44.5	44.5	
Cash Funds	105,916	100,466	105,916	109,633	
Reappropriated Funds	3,349,979	3,381,702	3,681,578	3,760,634	
Operating Expenses	<u>149,096</u>	<u>165,688</u>	<u>210,539</u>	<u>170,933</u>	*
General Fund	0	0	8,100	0	
Cash Funds	0	0	0	0	
Reappropriated Funds	149,096	165,688	202,439	170,933	
Indirect Cost Assessment	<u>138,384</u>	<u>71,305</u>	<u>194,278</u>	<u>115,661</u>	
Cash Funds	0	0	0	0	
Reappropriated Funds	138,384	71,305	194,278	115,661	

<b>TOTAL - (6) Administrative Courts</b>	3,743,375	3,719,161	4,192,311	4,156,861	(0.8%)
FTE	<u>37.9</u>	<u>37.9</u>	<u>44.5</u>	<u>44.5</u>	0.0%
General Fund	0	0	8,100	0	(100.0%)
Cash Funds	105,916	100,466	105,916	109,633	3.5%
Reappropriated Funds	3,637,459	3,618,695	4,078,295	4,047,228	(0.8%)

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
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### (7) DIVISION OF CAPITAL ASSETS

#### (A) Administration

Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>316,006</u> *	
FTE	0.0	0.0	0.0	3.9	
Reappropriated Funds	0	0	0	316,006	
Operating Expenses	<u>0</u>	<u>0</u>	<u>0</u>	<u>18,310</u> *	
Reappropriated Funds	0	0	0	18,310	
Indirect Cost Assessment	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,352</u> *	
Reappropriated Funds	0	0	0	8,352	

<b>SUBTOTAL - (A) Administration</b>	0	0	0	342,668	0.0%
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>3.9</u>	<u>0.0%</u>
Reappropriated Funds	0	0	0	342,668	0.0%

#### (B) Facilities Maintenance - Capitol Complex

Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,267,964</u> *	
FTE	0.0	0.0	0.0	54.2	
Reappropriated Funds	0	0	0	3,267,964	
Operating Expenses	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,705,456</u> *	
Reappropriated Funds	0	0	0	2,705,456	
Capitol Complex Repairs	<u>0</u>	<u>0</u>	<u>0</u>	<u>56,520</u> *	
Reappropriated Funds	0	0	0	56,520	



## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
Capitol Complex Security	<u>0</u>	<u>0</u>	<u>0</u>	<u>469,099</u>	*
Reappropriated Funds	0	0	0	469,099	
Utilities	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,062,512</u>	*
Cash Funds	0	0	0	353,690	
Reappropriated Funds	0	0	0	4,708,822	
Maintenance and Historical Renovation	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000,000</u>	*
General Fund	0	0	0	1,000,000	
Indirect Cost Assessment	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,002,611</u>	*
Reappropriated Funds	0	0	0	1,002,611	
<b>SUBTOTAL - (B) Facilities Maintenance - Capitol</b>					
<b>Complex</b>	0	0	0	13,564,162	0.0%
FTE	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>54.2</u>	0.0%
General Fund	0	0	0	1,000,000	0.0%
Cash Funds	0	0	0	353,690	0.0%
Reappropriated Funds	0	0	0	12,210,472	0.0%
<b>(C) Fleet Management Program and Motor Pool Services</b>					
Personal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,023,905</u>	*
FTE	0.0	0.0	0.0	16.0	
Reappropriated Funds	0	0	0	1,023,905	
Operating Expenses	<u>0</u>	<u>0</u>	<u>0</u>	<u>358,616</u>	*
Reappropriated Funds	0	0	0	358,616	

## Appendix A: Number Pages

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Appropriation	FY 2018-19 Request	Request vs. Appropriation
Motor Pool Vehicles Lease and Operating Expenses	<u>0</u>	<u>0</u>	<u>0</u>	<u>200,000</u> *	
Reappropriated Funds	0	0	0	200,000	
Fuel and Automotive Supplies	<u>0</u>	<u>0</u>	<u>0</u>	<u>20,649,618</u> *	
Reappropriated Funds	0	0	0	20,649,618	
Vehicles Replacement Lease or Purchase	<u>0</u>	<u>0</u>	<u>0</u>	<u>21,936,936</u> *	
Reappropriated Funds	0	0	0	21,936,936	
Indirect Cost Assessment	<u>0</u>	<u>0</u>	<u>0</u>	<u>63,275</u> *	
Reappropriated Funds	0	0	0	63,275	
<b>SUBTOTAL - (C) Fleet Management Program and Motor Pool Services</b>	0	0	0	44,232,350	0.0%
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>16.0</u>	<u>0.0%</u>
Reappropriated Funds	0	0	0	44,232,350	0.0%
<b>TOTAL - (7) Division of Capital Assets</b>	0	0	0	58,139,180	0.0%
<i>FTE</i>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>74.1</u>	<u>0.0%</u>
General Fund	0	0	0	1,000,000	0.0%
Cash Funds	0	0	0	353,690	0.0%
Reappropriated Funds	0	0	0	56,785,490	0.0%
<b>TOTAL - Department of Personnel</b>	170,451,432	178,772,839	195,217,235	206,980,696	6.0%
<i>FTE</i>	<u>371.1</u>	<u>381.8</u>	<u>422.1</u>	<u>425.4</u>	<u>0.8%</u>
General Fund	10,351,859	11,912,987	12,499,410	14,619,227	17.0%
Cash Funds	10,983,654	12,107,483	13,927,636	15,089,309	8.3%
Reappropriated Funds	149,115,919	154,752,369	168,790,189	177,272,160	5.0%

## APPENDIX B

### RECENT LEGISLATION AFFECTING DEPARTMENT BUDGET

#### 2016 SESSION BILLS

**S.B. 16-040 (MARIJUANA OWNER CHANGES):** For FY 2016-17, provides \$4,950 reappropriated funds to the Department of Personnel for vehicle replacement lease/purchase for the Department of Revenue (DOR). For additional information see the “Recent Legislation” section at the end of Part III for the DOR.

**H.B. 16-1246 (SUPPLEMENTAL BILL):** Supplemental appropriations bill for the Department of Personnel for FY 2015-16. Includes supplemental appropriations to the Department of Personnel for FY 2014-15.

**H.B. 16-1362 (LICENSE PLATE AUCTION TRANSFER DISABILITY BENEFIT):** Transfers the functions of the License Plate Auction Group, currently housed in the Governor's Office, to the Disability-Benefit Support Contract Committee, housed in the Department of Personnel, and renames the new entity the Colorado Disability Funding Committee. Provides that the committee will contract with an entity, that it will retain oversight of, to sell and auction registration numbers, for which it will also determine a reasonable commission. When adequate funding is available through registration number sales, requires the committee to contract with a nonprofit entity that will aid people with disabilities in accessing disability benefits. Once this contract is in place, allows the committee to make grants or loans to pilot projects or programs that aim to improve quality of life or increase independence for people with disabilities. Allows the committee to obtain the services of professional advisors or contract employees to provide administrative assistance and the Department of Personnel to hire employees to provide administrative support. Repeals the License Plate Auction Group and its Registration Number Fund within 60 days after the bill's effective date. Renames the Disability Investigational and Pilot Support (DIPS) Fund as the Disability Support Fund. Transfers the Registration Number Fund balance and all future proceeds from the sales of registration numbers to the Disability Support Fund. Repeals the Disability-Benefit Support Fund. Transfers any money used to implement additional license plate options to the Division of Correctional Industries in the Department of Corrections. Appropriates \$42,283 cash funds and 0.5 FTE from the Disability Support Fund to the Department of Personnel for administrative support of the Colorado Disability Funding Committee.

**H.B. 16-1405 (LONG BILL):** General appropriations act for FY 2016-17.

**H.B. 16-1408 (CASH FUND ALLOCATIONS FOR HEALTH-RELATED PROGRAMS):** Establishes a new formula for the allocation of the annual payment received by the state as part of the Tobacco Master Settlement Agreement. For FY 2016-17, provides \$879,745 cash funds from the Supplemental State Contribution Fund to the Department of Personnel for the H.B. 07-1335 Supplemental State Contribution Fund. For additional information see the “Recent Legislation” section at the end of Part III for the Department of Public Health.

## 2017 SESSION BILLS

**S.B. 17-121 (IMPROVE MEDICAID CLIENT CORRESPONDENCE):** Requires the Department of Health Care Policy and Financing to implement an ongoing process to improve communications with Medicaid clients. Appropriates \$8,100 General Fund to the Department of Personnel in FY 2017-18 for Administrative Courts.

**S.B. 17-167 (SUPPLEMENTAL BILL):** Modifies FY 2016-17 appropriations to the Department.

**S.B. 17-175 (TRANSFERS BETWEEN STATE SELF-INSURANCE FUNDS):** If there is an insufficient cash balance in any state self-insurance cash fund, authorizes the Executive Director of the Department of Personnel to request the State Treasurer to transfer money from another self-insurance fund's reserve balance to the fund with the deficiency. State self-insurance cash funds consist of:

- the Risk Management Fund (liability insurance program);
- the Self-insured Property Fund (property insurance program); and
- the State Employee Workers' Compensation Account in the Risk Management Fund (workers' compensation insurance program).

The State Treasurer is required to make the requested transfer and in the next annual Long Bill the General Assembly is required to appropriate an amount to enable the return of the transfer amount to the fund from which the transfer was made. The Department is prohibited from using the transferred amounts for the cost of operating the risk management system.

**S.B. 17-254 (LONG BILL):** General appropriations act for FY 2017-18.

**S.B. 17-265 (STATE EMPLOYEE RESERVE FUND TRANSFER):** Transfers \$26.3 million from the State Employee Reserve Fund to the General Fund on July 1, 2017.

**H.B. 17-1265 (PERA JUDICIAL DIVISION TOTAL EMPLOYER CONTRIBUTION):** Makes the following adjustments to the Judicial Division's contribution rates to the Colorado Public Employees' Retirement Association's (PERA's) Amortization Equalization Disbursement (AED), currently set at 2.20 percent, and Supplemental Amortization Equalization Disbursement (SAED), currently set at 1.50 percent:

- CY 2019: AED and SAED to 3.4 percent;
- CY 2020: AED and SAED to 3.8 percent;
- CY 2021: AED and SAED to 4.2 percent;
- CY 2022: AED and SAED to 4.6 percent; and
- CY 2023: AED and SAED to 5.0 percent.

**H.B. 17-1296 (ASSIGNMENT OF STATE-OWNED VEHICLES):** Implements recommendations from the November 2017 Commuting Use of State-Owned Vehicles audit from the Office of the State Auditor. Clarifies the criteria and requirements for the assignment of state-owned vehicles to state agencies and employees. Specifies that an officer or employee of an agency must pay income tax on the value of the fringe benefit of an assigned vehicle. Appropriates \$196,235 from the Motor Fleet

Management Fund and 1.8 FTE and reduces 2.0 FTE in Integrated Document Solutions in FY 2017-18.

**H.B. 17-1298 (ANNUAL COMPENSATION REPORT SUBMISSION DEADLINE):** Extends the date by which the annual compensation report is required to be submitted by the State Personnel Director, from August 1 to September 15, beginning in 2017.

## APPENDIX C

### FOOTNOTES AND INFORMATION REQUESTS

#### UPDATE ON LONG BILL FOOTNOTES

- 74 Department of Personnel, Executive Director's Office, Statewide Special Purpose, Office of the State Architect, Statewide Planning Services -- This appropriation remains available through June 30, 2020.
- 75 Department of Personnel, Central Services, Fleet Management Program and Motor Pool Services, Vehicle Replacement Lease/Purchase -- Pursuant to Section 24-82-801 (1)(b) and (1)(c), C.R.S., the Department of Personnel is authorized to enter into a lease-purchase agreement for the approved FY 2017-18 vehicle replacements and additions. The lease-purchase agreement shall be for a period of up to ten years and shall not exceed the amount of \$37,000,000.

**COMMENT:** Footnotes in the Long Bill provide roll-forward authority for the statewide planning appropriation and lease-purchase guidance for Fleet Management.

#### UPDATE ON REQUESTS FOR INFORMATION

- 1 Department of Personnel, Division of Accounts and Control, Financial Operations and Reporting -- The State Controller is requested to provide by October 1, 2017, to the Joint Budget Committee, a report on uncommitted reserves that includes all cash funds, including those that are otherwise exempt from and unreported in the cash funds excess uncommitted reserves report required by Section 24-30-207, C.R.S.

**COMMENT:** This report is submitted to comply with the Fiscal Year 2017-18 Legislative Request for Information (RFI) for the Department of Personnel, Office of the State Controller. The report (referred to as the RFI Report) is based on Fiscal Year 2016-17 balances as of June 30, 2017.

This report includes all cash funds as defined by 24-75-402 C.R.S., which excludes the following:

- State general fund created by section 24-75-201 C.R.S., any federal fund, and any fund used by a state institution of higher education, per 24-75-402 (2)(b) C.R.S.
- Any enterprise, as defined in section 24-77-102 (3) C.R.S., any special purpose authority, or any state institution of higher education, per the definition of "entity", 24-75-402 (2)(c)(11) C.R.S.
- Any funds where the calculated Fee Revenues (per 24-75-402 (3) C.R.S.) equal \$0.

A few caveats, when using this information:

- 1 Although the RFI Report is prepared based on 24-30-207(3) CRS, which is commonly known as the Cash Funds report, the RFI Report includes funds that otherwise would have been excluded from the audited report (*see* 24-75-402 (5) and (6), CRS). This report has not been reviewed by the departments or by the auditors.

Because the original Cash Funds report excluded funds which are being included in this request and Uncommitted Reserves are being calculated with the same methodology as the included funds, it is important to note that the data for the excluded funds is based on year-end balances without any review by the departments.

As a result, the data as shown for the excluded funds in the RFI Report may be inaccurate or incomplete. For example:

- The Fee Revenue calculation in 27-75-402(2)(e)(V) CRS excludes "Any moneys received from charges or assessments, the amount of which are established in law and over which the entity has no authority to change or are otherwise not determined by the entity." To designate the fees that apply to this citation, a department must reclassify revenues in CORE in order for the programming to exclude them from the Fee Revenue calculation. Historically, there has been no need for the departments to distinguish fees set in statute if a fund was excluded from the Cash Funds Report, so potentially, on the RFI Report, the Fee Revenue amount could be overstated, thus possibly overstating the amount of Uncommitted Reserves, and Excess Uncommitted Reserves for a fund.
  - On the Cash Funds Report, the departments are able to provide to the OSC any statutes that allow for Alternative Maximum Reserves, Previously Appropriated Fund Balance, and any funds that have multi-year revenue streams (for averaging the uncommitted reserves). This information has not been requested or provided for any funds on the RFI Report that were excluded from the original Cash Funds Report.
- 2 The RFI Report includes instances where Uncommitted Reserves may be negative. In most cases, this is due to a fund having a large amount of Exempt Assets or Capital Reserves, which reduce Fund Balance in the Uncommitted Reserves calculation. Funds with negative Uncommitted Reserves were excluded from the original Cash Funds Report.
  - 3 The RFI Report includes a column for Exclusion Citation, which shows the reason a fund was excluded on the original Cash Funds Report per 24-75-402 CRS.

Because of these caveats, the OSC would recommend that the JBC consult with the individual departments involved before making any decisions based this data.

If you have questions regarding the information in this report, please contact Karoline Clark in my office at (303) 866-3811.

Sincerely,  
Robert Jaros, CPA, MBA, JD  
State Controller

- 74 Department of Health Care Policy and Financing, Medical Services Premiums; Indigent Care Program, Children's Basic Health Plan Medical and Dental Costs; Department of Higher Education, Colorado Commission on Higher Education, Special Purpose, University of Colorado, Lease Purchase of Academic Facilities at Fitzsimons; Governing Boards, Regents of the University of Colorado; Department of Human Services, Division of Child Welfare, Tony Grampas Youth Services Program; Office of Early Childhood, Division of Community and Family Support, Nurse Home Visitor Program; Department of Military and Veterans Affairs, Division of Veterans Affairs, Colorado State Veterans Trust Fund Expenditures; **DEPARTMENT OF PERSONNEL**, DIVISION OF HUMAN RESOURCES, EMPLOYEE BENEFITS SERVICES, H.B. 07-1335 SUPPLEMENTAL STATE CONTRIBUTION FUND; Department of Public Health and Environment, Disease Control and Environmental Epidemiology Division, Administration, General Disease Control, and Surveillance, Immunization Operating Expenses; Special Purpose Disease Control Programs, Sexually Transmitted Infections, HIV and AIDS Operating Expenses, and Ryan White Act Operating Expenses; Prevention Services Division, Chronic Disease Prevention Programs, Oral Health Programs; Primary Care Office -- Each Department is requested to provide the following information to the Joint Budget Committee by November 1, 2017, for each program funded with Tobacco Master Settlement Agreement money: the name of the program; the amount of Tobacco Master Settlement Agreement money received and expended by the program for the preceding fiscal year; a description of the program including the actual number of persons served and the services provided through the program; information evaluating the operation of the program, including the effectiveness of the program in achieving its stated goals.

**RESPONSE:** Pursuant to Section 24-50-609, C.R.S. (2017), the General Assembly established the Supplemental State Contribution Program for eligible state employees with the intent to provide access to affordable and adequate health insurance offered by the state to as many children of lower-income state employees as possible, and to encourage lower-income employees with dependent children to enroll in health insurance plans by supplementing the plan premiums.

The program is managed and administered by the Department of Personnel & Administration. A state employee must apply and meet eligibility requirements for the supplement based on criteria established within the statute. Eligibility criteria includes an employee as defined in Section 24-50-603 (5) C.R.S. (2017) who is eligible by virtue of employment to enroll in a group benefit plan, has an annual household income of less than 300 percent of the Federal Poverty Level (FPL) and has at least one dependent other than a legal spouse.

The Department must first use funds to provide each eligible state employee who has an annual household income of less than 200 percent FPL (Level 1) with a supplement in the amount needed to reduce the employee contribution to all qualifying group benefit plans to zero. Next, remaining funds shall be used to provide an eligible state employee who has an annual income of 200-249 percent FPL (Level 2) a supplement. Finally, remaining funds shall be used for an eligible state employee who has an annual income of 250-299 percent FPL (Level 3). Supplements are provided to eligible employees at each Level in priority order if funds are available. All supplement contributions are paid from the supplemental state contribution fund created in Section 24-50-609 (5), C.R.S. (2017).



For FY 2016-17, the amount available in the supplemental state contribution fund to supplement the medical premiums of eligible state employees was \$1,272,965. The Department received 542 applications for the supplement program. Of these applications, a total of 74 were denied because the applicant did not meet the requirements of the program or the applications remained incomplete when the application period closed. Four applicants in Level 1 and two applicants in Level 2 were terminated from the program after being approved as a result of not adding dependent children during special open enrollment, therefore making them ineligible for the supplement.

Of the remaining 462 applications processed by the Department, a total of 251 were approved for Level 1 and 165 were approved for Level 2. Because of the limited funds available to the program, the additional 46 applications were rejected because of the unavailability of funds for Level 3. Pursuant to Section 24-60-609.5, C.R.S. (2017), supplement contributions are contingent upon sufficient funds.

Prior to the start of the program 6 additional applicants approved for the program terminated employment with the state. When all terminations and adjustments were made, a total of 247 Level 1 employees and 163 Level 2 employees received the supplement when the program began making contributions for FY 2016-17. The program was able to provide a maximum supplement of \$553.10 per month (100% or the total amount of their medical premium, if less) to each approved applicant for Level 1 employees and a maximum supplement of \$306 (or the total amount of their medical premium, if less) to each approved applicant for Level 2 employees.

The following table reflects the participation level in the supplemental state health and dental contribution program at the beginning of FY 2016-17:

State Employees receiving the supplemental contribution	Total supplements paid	Average monthly supplement for individuals	Average yearly supplement per individual	Number of dependent children in Program	Amount of increased non-supplemental state contributions
439	\$1,263,185	\$239.78	\$2,877	1,208	\$56,581

The program permitted lower-income state employees and their families to have access to health care meeting the affordability and minimum value standards required under the federal Affordable Care Act. Several of these employees could not have enrolled in medical coverage for themselves, their children or entire family if the supplement program were not available to them.

Based on House Bill 16-1408, the Supplemental State Contribution fund shall receive 2.3% of tobacco master settlement money. Because of this funding level, the Department anticipates including the dental premiums for lower income employees in their calculations for the supplement in the next fiscal year (2018-19). To accomplish this, there needs to be programming changes made to the current payroll system.

Please let me know if you have any questions or need additional information.

Sincerely,  
June Taylor  
Executive Director

Department of Personnel & Administration

**THE FOLLOWING TABLE IS PROVIDED BY JBC STAFF TO PROVIDE A COMPARISON TO THE PREVIOUS YEAR'S REQUEST FOR INFORMATION, WHICH WAS ALSO THE FIRST YEAR OF THE RFI.**

Factors Driving Supplemental State Contributions to Employee Health Insurance			
	FY 2015-16	FY 2016-17	Change
State Employees receiving the supplemental contribution	\$439	\$410	-6.6%
Total supplements paid	\$1,263,185	\$1,272,965	0.8%
Average monthly supplement per individual	\$239.78	\$258.73	7.9%
Average yearly supplement per individual	\$2,877	\$3,105	7.9%
Number of dependent children in Program	1,208	1,147	-5.0%
Amount of increased non- supplemental state contributions	\$1,208	\$7,149	491.8%

## APPENDIX D

### DEPARTMENT ANNUAL PERFORMANCE REPORT

Pursuant to Section 2-7-205 (1)(b), C.R.S., the Department of Personnel is required to publish an **Annual Performance Report** for the *previous fiscal year* by November 1 of each year. This report is to include a summary of the Department's performance plan and most recent performance evaluation for the designated fiscal year. In addition, pursuant to Section 2-7-204 (3)(a)(I), C.R.S., the Department is required to develop a **Performance Plan** and submit the plan for the *current fiscal year* to the Joint Budget Committee and appropriate Joint Committee of Reference by July 1 of each year.

For consideration by the Joint Budget Committee in prioritizing the Department's FY 2018-19 budget request, the FY 2016-17 Annual Performance Report dated October 2017 and the FY 2017-18 Performance Plan dated July 1, 2017 can be found at the following link:

<https://www.colorado.gov/pacific/performancemanagement/departments-performance-plans>